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PORTLAND COMMUNITY COLLEGE BOARD OF DIRECTORS

# Business Meeting

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— December 17, 2020 —



Please print double-sided in support of Board Policy B707 – Sustainable Use of Resources

# Portland Community College Board of Directors

## Vision

Building futures for our Students and Communities

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## Mission

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

.....

## Core Themes

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

## Who We Are

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

## We Value

- Effective teaching and student development programs that prepare students for their roles as citizens in a democratic society in a rapidly changing global economy
- An environment that is committed to diversity as well as the dignity and worth of the individual
- Leadership through innovation, continuous improvement, efficiency, and sustainability
- Leadership through the effective use of technology in learning and all College operations
- Being a responsible member of the communities we serve by actively participating in their development
- Quality, lifelong learning experiences that 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

December 17, 2020

AGENDA

ZOOM Link: <https://portlandcc.zoom.us/j/97389376707>

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: 973 8937 6707

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.

4:30 PM      **Work Session**

- Secretary Position Development—Mohamed Alyajouri (10 minutes)
- State Economic Forecast—Eric Blumenthal (10 minutes)
- Financial and Budget Update—Eric Blumenthal (15 minutes)
- Quarterly Work Session/Board Retreat Planning—Mohamed Alyajouri (5 minutes)
- 2021 Special Election—Mark Mitsui (5 minutes)

5:15 PM      **BREAK**

5:30 PM      **Call to Order**

- Approval of Agenda—December 17, 2020
- Approval of Minutes—November 19, 2020

5:35 PM      **Information Sessions**

- COVID-19 Update—Mark Mitsui (5 minutes)
- City of Newberg: Vertical Housing Development Zone—Keith Leonard, City of Newberg (15 minutes)
- Diversity Equity and Inclusion: HB2864—Tricia Brand (30 minutes)
- Planning and Capital Construction: OMIC Update—Linda Degman (15 minutes)
- Final Recap of PCC Foundation Campaign for Opportunity—Ann Prater and Christina Kline (15 minutes)

6:55 PM

### **Public Comment on Agenda Items**

Persons wishing to make public comment on agenda items can request a time slot by using this [link](#). Details and directions can be found at the link.

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.)

	<u>PERSONNEL</u>	<u>Page</u>
21-080	Approval of Personnel Actions– December 17, 2020 .....	571
	<b>Academic Professional Appointments:</b>	
	Geraldina Becerra, Employment Specialist, Workforce Development and Continuing Education, Willow Creek Center (Non-General Fund Temporary)	
	Erick Iniguez, Employment Specialist, Office of the Dean of Student Development, Sylvania Campus (Non- General Fund Temporary)	
	Areatae McGhee, Employment Specialist, Workforce Development and Continuing Education, Southeast Campus (Non-General Fund Temporary)	
	Marisa Moser, Employment Specialist, Workforce Development and Continuing Education, Sylvania Campus (Non-General Fund Temporary)	
	Scott Rainey, Treasury Analyst, Finance and Administration, Downtown Center	
	Francois Wevers, Business Training & Educational Development Coordinator – OMIC, Office of the Executive Vice President, OMIC Center	
	<b>Retirees</b>	
21-081	Commendation of Retiring Employee – Annette Claxton (18 years).....	574
21-082	Commendation of Retiring Employee – Bruce Farman (28 years) .....	575
21-083	Commendation of Retiring Employee – Thuoc Hoang (11 years).....	576
21-084	Commendation of Retiring Employee – Marshall Pryor (21 years) .....	577
21-085	Commendation of Retiring Employee – Edgar Tjaden (6 years).....	578
	<b>Miscellaneous Personnel</b>	
21-086	Part-Time Faculty Salary Schedule.....	579

### BIDS AND CONTRACTS

21-087            Authorization to Award Contract for the Cascade  
                         Campus Moriarty Arts and Humanity Building  
                         (MAHB) Auditorium Audio-Visual System ..... 580

BOARD

21-088            Declare the Board Position (Zone 7) Vacant in  
                         Accordance with ORS 341.335(1)(A) and (2)  
                         Effective June 30, 2021 ..... 582

7:05 PM           **Public Comment on Non-Agenda Items**  
Persons wishing to make public comment on agenda items  
                         can request a time slot by using this [link](#). Details and directions  
                         can be found at the link.

7:10 PM           **Reports** (5 minutes each)

- PCC Federation of Faculty and Academic Professionals—  
Frank Goulard, President
- PCC Federation of Classified Employees (AFT Local 3922)—  
Jeff Grider, President
- District Student Council
- Board Members
- President
  - Department of Corrections
  - Pathways to Opportunity
  - OMIC
  - Bank of America
  - Carolyn Moore Writers Estate

7:35 PM           **Adjournment**

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

November 19, 2020  
Via remote access

**BOARD MEETING MINUTES**

**ATTENDANCE**

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

**EXECUTIVE SESSION**

The board met in accordance with ORS 192.660 (2), (d) labor negotiations, (e) real property, and (k) school safety.

**WORK SESSION**

The board met in work session and received updates regarding PERS, strategic planning, board assessment, and elections.

**CALL TO ORDER**

Chair Alyajouri called the Business Meeting to order at 6:01 pm.

**APPROVAL OF THE AGENDA**

The November 19, 2020 agenda was approved as published. Saltzman/Penson  
Alyajouri – Yes Harper - Yes Sonnleitner – Yes  
Díaz Rios - Yes Penson – Yes  
Frisbee - Yes Saltzman – Yes

The October 15, 2020 minutes were approved as published. Sonnleitner/Harper  
Alyajouri – Yes Harper - Yes Sonnleitner – Yes  
Díaz Rios - Yes Penson – Yes  
Frisbee - Yes Saltzman – Yes

**RECOGNITION**

College retirement – Keith Furrow will be retiring after serving 40 years at PCC.

**INFORMATION SESSIONS**

*Diversity, Equity, Inclusion: Preferred Future Task Force – Tricia Brand, Chief Diversity Office, Office of Equity and Inclusion and Traci Fordham, Program Administrator, Office of the President*

The Preferred Future Task Force (PFTF) was created by President Mitsui in 2016 after the last presidential election in response to some of the intersectional concerns that we were seeing from our students and community members. Out of the last iteration of the PFTF came the board resolution for sanctuary college, for instance. A number of activities and initiatives were created from the PFTF. The overarching charge being for

us to pay particular attention to external sociopolitical variables that that may influence and impact on our communities. We did a number of things in 2016 and 2017 and then went on a bit of a hiatus and back in December President Mitsui re-upped, reconvened, and reimagined some of the work of the PFTF. It truly is a group of voices and talent from across the college. We each bring unique organizational purviews and perspectives. At the center of our work, undergirding our specific charge that has been given us by President Mitsui, is an understanding that community colleges play a key role in educating students to participate in democracy, to be informed and engaged civic participants. We're really committed to the meta-objective of our mission, which is to help our students become more engaged civic participants, locally, nationally, and globally. How do we do this meaningfully and inclusively in our current climate? How can we as educators advance diversity and democracy, or help to create a more inclusive democracy? And how can we do this given the collective anxiety about democratic process and discourse in this current moment? While our charge has been to proactively engage in the intersecting sociopolitical issues that impact our community, since early September we have been particularly focused on the 2020 General Election. We have a timeline for the General Election which represents, to some extent, how the 2020 General Election is uniquely perilous and protracted. We couldn't think about the election as a discrete time, but rather as a whole season of potential flashpoints, decisions and non-decisions, and keeping in mind the other intersecting crises that we are dealing with as a community. This is particularly challenging since we have been remote. We have been paying attention to the current discursive, political division, ongoing anxiety, tremendous stakes, fears of violence and electoral disruption, or possible constitutional crises.

We engaged in a number of forms of contingency and scenario planning. We engaged in tabletop exercises, we took ourselves through multiple, possible scenarios in terms of election season and in the context of Portland. Part of what we did in this planning was in the service of helping guide the College to consider and create responses. We really shifted from thinking about institutional communication writ large to really thinking about our communication in terms of community care. College communication, community care, emergency planning, and resource sharing were our areas of focus as we thought about our messages and how we engaged with the community in this moment in time. We are still engaging in many of these questions, we are in the thick of this timeline. A very important aspect of the work we are doing is working with our internal and external partners to share resources.

We've been very proactive in statements of support, not around political candidates, but around our values as an institution, around our values regarding democracy and civic participation, and what our responsibilities are as educators in this space. We provided access to Know Your Rights information. Members of our Task Force and our Communication Task Force created classroom management guidelines for facilitating difficult conversations within the context of this election season, and these are continuing to be well utilized. We've expanded our counseling and crisis care resources. We're also thinking about initiating other emergency responses if in fact there is localized violence. Particularly in Portland proper we've seen a lot and we're hoping that

more civic unrest doesn't happen, but we're preparing for it if necessary. We're trying to establish restorative spaces and affinity spaces for folks to process whatever is going to be coming up for them in regards to the election, the crises and anxieties that I think many of us are feeling right now. In terms of restorative spaces, we're looking at ways of engaging across differences in ways that are not inflammatory and incendiary, but that really engage our deepest values around intercultural communication and conflict mediation. We put a full call out to our instructors, support staff, and managers to consider flexibility in this moment. We know there is a tremendous amount of fear, anxiety, and uncertainty, not simply about the election, but about all of these intersecting public health crises that we're dealing with. We've asked folks to be flexible, both in terms of assignments and meetings, etc., and thinking about ways that we can be a more inclusive community in this external space. We're paying specific attention to multiple modalities of communication, whether they're email messages, office hours, or town halls; we're thinking about many more substantive ways of engaging folks in being able to communicate and to engage with one another. This notion of authorship is particularly important. We've had messages that have come from our Chief Diversity Officer from the Office of Equity and Inclusion, from our President, and the Board Chair. We continue to look for opportunities to bring other members of the community together to get involved, especially externally looking for community based partners to support some of our work. We wanted to target a specific set of activities; we had a limited amount of resources available in terms of human resources, but knew that we wanted to be very thoughtful about the way in which we considered engaging with the community. In regards to college messaging leading up through and past election week we really wanted to take a strategy of cascading communications. We began with a very substantive all college message from President Mitsui ahead of the elections that was followed by a joint message from the Chief Diversity Office, Vice President of Academic Affairs, and Vice President of Student Affairs to talk to faculty and staff and stress preparedness, and to provide resources for them, including a resource that the PFTF created on our own. We adapted some really amazing guides for faculty to think about how they could create some discourse in their classrooms and we developed something called navigating difficult election conversations. We wanted something in front of our community as early as possible and something they could revisit for what could be weeks, if not months, in this election cycle. We also wanted to express our support. Students received a message, specifically from our four Deans, which is amazing for them to come together across the district and to talk about all of the stress that students were experiencing close to midterms, knowing that we do have these converging crises and there's so much pressure and such a strong message in the community about how important their voting behavior was going to be, and to take some of the load off and talk about the fact that resources existed at PCC for them.

We had over 500 unique views from the Facilitating Difficult Conversations PDF guide within a 7-10 day period and 389 visits to the PFTF web page. Viewers included members of the Oregon legislative community who have lauded us for our thoughtful preparation and resource development. The election isn't entirely over and regardless of where we are in this current cycle, our work continues. We know there is still a long way to go until January, but there are broader threats to continue to protect a more inclusive



democracy. Those issues still persist. We've decided to expand and deepen an approach that will organize our work from a response team model. We have identified a couple key areas to engage the Task Force work through the remainder of the year. Focus areas include confronting nationalism, immigrant and international justice, civic engagement, gender and sexuality civil rights, public health and community safety. We also want to continue to meet as regularly as possible in hopes that we can develop ways in which we can establish opportunities to continue to enhance and create a community of belonging for everyone. It's our role to support the ways in which our community can think about how we come together across difference. Areas and divisions represented on the Task Force include Public Safety, Human Resources, Office of the President, Office of Equity and Inclusion, Community Relations, Government Relations, Faculty and Faculty Department Chairs, District Student Council, Artist-in-Residence, Dreamers Resource Center, Office of International Student Services, Disability Services, Academic Advising, Academic Affairs and Students Affairs Deans, Workforce Development/Pathways to Opportunity, and Advancement. It's a really amazing, diverse group of folks who are committed to this broader mission and we're grateful for their ongoing support.

*MWESB Update – John MacLean, Manager, Planning & Capital Construction; Mike Mathews, Manager, Purchasing; Stephanie Phillips, Specialist, Purchasing; Amy James Neel, Workforce Equity and Diversity Outreach Manager, Planning & Capital Construction (Pre-recorded)*

The board received an update via pre-recorded video. Linda Degman introduced Amy James Neel, Workforce Equity and Diversity Outreach Manager, Planning and Capital Construction

*Facilities Planning 2 Update – Rebecca Ocken, Planning Manager, Planning & Capital Construction; Ken Pirie, AICP CUD, LEED ND Principal, Certified Planner, Walker Macy; Michael W. Zilis, Principal, Landscape Architect, Walker Macy; Brodie Bain, FAIA, ACIP, LEED AP, Principal, Planning and Strategies, Perkins & Will (Pre-recorded)*

It's been challenging to do this work in a remote environment because we want as much engagement as possible. It's hard to replicate the level of engagement we had in Phase 1. Phase 1 was an assessment of our existing conditions. We looked at our 60+ buildings and determined what type of state they were in. In Phase 2 we are actually assessing how much development capacity we have and how we can grow as a college. Project goals include ensure necessary space at each location, integrate with Strategic Plan, integrate with Pathways, evaluate college physical design, use land efficiently and responsibly, support surrounding neighborhoods, promote sustainability and resilience, collaborate and inform, elicit and incorporate input, apply Critical Race Theory.

*Grants Office Update – Vanessa Wood, Director, Grant Development (Pre-recorded)*

The Grants Office helps PCC faculty and staff navigate the grant-seeking process. The Grants Office manages grant development district-wide, including exploration of funding opportunities, assistance with funder guidelines, collaboration with faculty and/or staff to develop proposals, coordination of institutional approval, and support with post-award

grant management. The grants we develop are to federal, state, and local agencies. Funding sources include the National Science Foundation, US Department of Education, Worksystems Inc., State of Oregon, and US Department of Labor. Over 5 years, the Grants Office submitted nearly 170 grants, with a 61% success rate. In the most recent fiscal year they submitted a record of 35 grants with an 80% success rate. In those five years, the Grants Office has brought in nearly \$40 million in grants funds for the College. Most of our large grants are awarded on a four to five year cycle. Workforce Development is the largest category by funding amount and one of the largest in number of grants. The majority of this work is supported solely by grants. Active grants are grants that PCC has been awarded and are currently implementing. The number of active grants has increased by more than five times in the last five years. The amount of grants funds being managed has increased nearly fourfold over the last five years. Recent award highlights include a \$2.25 million, five-year grant from the US Department of Education, which will assist PCC with building out academic pathways and integrated student guidance to increase student success and support a thriving regional economy; a four-year grant from Worksystems, Inc WorkSource Portland Metro, \$5 million for Beaverton/Hillsboro and \$2.75 million for Tualatin to continue to provide contracted workforce services at Willow Creek Center and at the Tualatin WorkSource Center.

*COVID-19 Update – Mark Mitsui, President*

OSHA has created new temporary rules that have already come into effect, and they influence everything from ventilation to barriers to facial covering requirements. OSHA has made it clear that they do apply to higher education institutions. These are layered on top of the HECC standards. We've already assessed and provided comment through OCCA, they did take some of those into account, and made some adjustments. We are now in the process of implementation. At the Oregon's Presidents Council meetings, we have had discussions about thresholds for retuning to remote online instruction. Angela McMahon has been organizing state COVID coordinators. Six to eight campuses have responded and they have already begun to exchange information.

**PUBLIC COMMENT ON AGENDA ITEMS**

Shawnese Kraemer.....21-076 BP 3506 Resumption of In-Person Classes  
 Amy Peden.....COVID-19 Reopening  
 Marie Montgomery.....21-076

**BUSINESS SESSION**

Director Sonnleitner requested a vote to approve his run for the Oregon School Board Association's Board. Chair Alyajouri called for the motion to approve a vote for Director Michael Sonnleitner for Position 17 on the OSBA Board of Directors. Díaz Rios/Penson  
 Alyajouri – Yes Harper - Yes Sonnleitner – Abstained  
 Díaz Rios - Yes Penson – Yes  
 Frisbee - Yes Saltzman – Yes

Chair Alyajouri proposed approval of Resolutions 21-064 to 21-079. Harper/Frisbee  
 Alyajouri – Yes Díaz Rios - Yes Frisbee - Yes

Harper - Yes  
Penson – Yes

Saltzman – Yes  
Sonnleitner – Yes

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

Isabella Eloise Delacosta.....Vet Tech Program, Class of 2021  
Kelly Henrickson.....VT Program  
Mari Coryell.....Veterinary Technician Program

### **REPORTS**

PCC Federation of Faculty and Academic Professionals: Frank Goulard, President  
We are finishing the ninth week of the term, which means finals are right around the corner. This is normally a source of anxiety for any term, but particularly this term due to COVID, election season, the wildfires. There is a lot of anxiety out there and I hear it from my students, as well as part-time faculty and classified staff worried about job security or income issues. We are in constant communication with administration folks in HR, Finance, and other folks talking about our CTE programs, contract administration meeting issues that come up, which we address in a good, collaborative way. The Higher Education Coordinating Commission had our meeting just last week. In a week and a half we will have the Governor's Recommended Budget for the next biennium. We anticipate her Community College Support Fund to be somewhere in the range of \$641-667 million. The current budget for this biennium is \$641 million. If we're in that range we will be pleasantly set. Normally the Governor has a low ball figure and then the legislature almost always raises that, depending on our lobbying efforts. I want to say that in the last few years, between Emma Kallaway driving us, Mark Mitsui, myself and Jeff Grider, that's helped a lot. The legislature recognizes community colleges as the leading forces of economic first responders for our state. They play a key role, therefore, let's not limit their gains too much.

Board Members:

Director Díaz Rios

Thank you for the different format for this meeting. Thank you for everyone that spoke tonight. I did want to mention a measure in Washington County that we could potentially support. I'm working with our Board Chair and Vice Chair to send out some information for individual support at this time for each board member that is similar to the Portland children's levy.

Director Harper

I wanted to take the time and express my appreciation for the job you're doing in this very tough time. Thank you for all you've done.

Director Sonnleitner

It has been an exceptionally busy month for me. I have attended eight board meetings, besides our own. One tidbit that really stands out from last night's Corbett School Board meeting. They have data that indicates their freshman throughout the county doing distance learning, over half have an F in one or more classes. There are severe issues with distance learning delivery in K-12. This may very well have a rippling effect for us.

Student Director Turner

On behalf of the District Student Council (DSC) I want to give a brief update. We are still in deliberations with regards to the student activity fund increase and/or restructuring in the next biennium. We are still analyzing funding minimums. Where do we need to be to maintain the level of service we provide now? And how do we develop a level of service in a remote learning environment? We are hesitant to make decisions with incomplete information. We are waiting on the Governor's proposed budget to see where college funding falls moving into fiscal year 2021. In the midst of all this, we've made strong efforts towards maintaining the sort of attitude of acceptance and development of community despite remote instruction. When we discuss the way that the DSC fits itself into the broader strategic plan of the college, we have a unique position and I believe a duty to develop the welcoming community, and level of acceptance, we see day to day at PCC. These days, via our remote connections, it's important that we maintain a level of welcoming atmosphere and acceptance despite this digital barrier that we have to work around and through. I think if we set the systems up now to continue to improve the services that we provide our community, the education we provide our community, we can be ready and we can respond to the needs of Portland and the broader community of Oregon.

President Mitsui

We're looking forward to the Governor's Recommended Budget and a lot of foundational discussions have been had with legislative fiscal office staff and Governor's Office. It's been great to think through and begin planning the legislative strategy coming up, in concert with our own brilliant Emma Kallaway, who has already lined up a new bill that would pay for and put a Benefits Navigator and each community college and university campus. I wanted to touch on the congressional and federal picture around funding. There is a possibility of a stimulus bill in the lame duck session. The question will be whether or not the White House will sign it. The Democrats are pushing for as high as \$120 billion in the next stimulus package for higher education. By comparison, the CARES Act provided 16 billion. The Senate Republican number for higher education is \$29 billion. I wanted to give a big shout out to the Foundation and Advancement and a big thank you to Anne Naito-Campbell for her generous \$1 million donation to Pathways to Opportunity to expand access to federal benefits. I also wanted to thank Bank of America as we were recipients of the Neighborhood Builders award for \$200,000 each. We will use that money to create an opportunity center at the Willow Creek Center and we are looking forward to that work. Thank you again to the Board for passing the resolution regarding naming for the third floor at the Fourth and Montgomery building. Willamette Dental has also signed a very generous gift agreement of a million dollars that will support part-time dental students. Thanks to Crystal Froembling and the whole Foundation crew for their great work in shepherding that agreement. Thanks also to Dr. Eugene Skourtes, the founder of Willamette Dental, for his ongoing support for PCC and our students.

#### **ADJOURNMENT**

There being no further business, the meeting adjourned at 8:03 pm.

\_\_\_\_\_  
Mohamed Alyajouri, Chair

\_\_\_\_\_  
Mark Mitsui, President

Prepared by:

\_\_\_\_\_  
Jeannie Moton, Executive Coordinator

Minutes approved on December 17, 2020.

December 17, 2020

21-080

## 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 (Non-General Fund Temporary)– **Geraldina Becerra**

## Employment Specialist

Workforce Development and Continuing Education, Willow Creek Center

Annual Salary: 52,465                      Grade: 3                      Step: 3

Effective: November 6, 2020 to June 20, 2021

Applicant Flow: Article 3.64 Recruitment

Academic Professional Appointment (Non-General Fund Temporary)– **Erick Iniguez**

## Employment Specialist

Office of the Dean of Student Development, Sylvania Campus

Annual Salary: \$48,976      Grade: 3      Step: 1

Effective: December 7, 2020 to July 1, 2022

Applicant Flow:

Gender

## Ethnicity

97	Female	0	American Indian or Alaska Native
31	Male	9	Asian
8	Not Disclosed	12	Black or African American
		6	Hispanic/Latino
		3	Native Hawaiian or Other Pacific Islander
		15	Not Disclosed
		6	Two or More Selections
		85	White
		<hr/> 136	Total

Academic Professional Appointment (Non-General Fund)– **Areatae McGhee**

## Employment Specialist

Workforce Development and Continuing Education, Southeast Campus

Annual Salary: \$52,465                      Grade: 3                      Step: 3

Effective: December 7, 2020

Applicant Flow:

Gender

## Ethnicity

97 Female 0 American Indian or Alaska Native

31	Male	9	Asian
8	Not Disclosed	12	Black or African American
		6	Hispanic/Latino
		3	Native Hawaiian or Other Pacific Islander
		15	Not Disclosed
		6	Two or More Selections
		85	White
		<hr/> 136	Total

**Academic Professional Appointment (Non-General Fund)– Marisa Moser**

Employment Specialist

Workforce Development and Continuing Education, Sylvania Campus

Annual Salary: \$48,976

Grade: 3

Step: 1

Effective: December 7, 2020

Applicant Flow:

Gender		Ethnicity	
97	Female	0	American Indian or Alaska Native
31	Male	9	Asian
8	Not Disclosed	12	Black or African American
		6	Hispanic/Latino
		3	Native Hawaiian or Other Pacific Islander
		15	Not Disclosed
		6	Two or More Selections
		85	White
		<hr/> 136	Total

**Academic Professional Appointment– Scott Rainey**

Treasury Analyst

Finance and Administration, Downtown Center

Annual Salary: \$59,504 per year

Grade: 5

Step: 3

Effective: December 1, 2020

Applicant Flow:

Gender		Ethnicity	
5	Female	0	American Indian or Alaska Native
8	Male	4	Asian
1	Not Disclosed	1	Black or African American
		1	Hispanic/Latino
		1	Native Hawaiian or Other Pacific Islander
		2	Not Disclosed
		2	Two or More Selections
		3	White
		<hr/> 14	Total

**Academic Professional Appointment– Francois Wevers**

Business Training & Educational Development Coordinator - OMIC

Office of the Executive Vice President, OMIC Center

Annual Salary: \$65,974

Grade: 5

Step: 6

Effective: December 7, 2020

Applicant Flow:

Gender		Ethnicity	
11	Female	0	American Indian or Alaska Native
20	Male	4	Asian
3	Not Disclosed	0	Black or African American
		0	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		7	Not Disclosed
		6	Two or More Selections
		17	White
		<hr/>	
		34	Total

**ETHNIC AND GENDER DESCRIPTION OF STAFF  
PROPOSED TO BE HIRED IN THE DECEMBER 17, 2020 PERSONNEL REPORT**

Female	3
Male	3
Not Disclosed	0
	<hr/>
	6

American Indian/Alaskan Native	0
Asian	0
Black or African American	1
Hispanic/Latino	2
Native Hawaiian/Pacific Islander	0
Not Disclosed	0
Two or More Selections	0
White	3
	<hr/>
	6



December 17, 2020

21-081

COMMENDATION OF RETIRING EMPLOYEE –  
ANNETTE CLAXTON

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Annette Claxton has performed faithfully in her duties as a Transit Service Operator for Portland Community College since January 2, 2002. She retires effective December 31, 2020.

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

December 17, 2020

21-082

COMMENDATION OF RETIRING EMPLOYEE –  
BRUCE FARMAN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Bruce Farman has performed faithfully in his duties as a Computer Operations Tech, Lead Computer Operations Tech, Network Operations Tech, Central Network Tech, Technology Specialist II for Portland Community College since November 16, 1992. He retires effective December 31, 2020.

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

December 17, 2020

21-083

COMMENDATION OF RETIRING EMPLOYEE –  
THUOC HOANG

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Thuoc Hoang has performed faithfully in his duties as a Custodian for Portland Community College since November 3, 2009. He retires effective December 14, 2020.

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

December 17, 2020

21-084

COMMENDATION OF RETIRING EMPLOYEE –  
MARSHALL PRYOR

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Marshall Pryor has performed faithfully in his duties as a Full-time and Part-time faculty for Portland Community College since February 3, 1999. He retires effective December 31, 2020.

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

December 17, 2020

21-085

COMMENDATION OF RETIRING EMPLOYEE –  
EDGAR TJADEN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Edgar Tjaden has performed faithfully in his duties as a Custodian and Food Service Assistant for Portland Community College since October 7, 2014. He retires effective November 30, 2020.

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

December 17, 2020

21-086

PART-TIME FACULTY SALARY SCHEDULE

PREPARED BY: Cheryl Belt, Director, Employee and Labor Relations

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

REPORT: The 2019-2023 Faculty and Academic Professional Agreement implemented a new part-time faculty salary schedule that is in closer alignment with the full-time faculty schedule. Implementation of the new schedule resulted in a reduction in pay for some faculty that was greater than anticipated. The College and Federation have reached a tentative agreement to adjust pay rates for part-time faculty who experienced a reduction, and to restore their hourly rate to the one held in 2019-20. The cost for FY 21 (approximately \$230,000) will come from unspent FY 21 funds that were budgeted for professional development. The cost for FY 22 (approximately \$25,000) will come from the College contingency.

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

- Adjust the FY 2020-2021 and FY 2021-2022 pay rates, for part-time faculty who would experience a reduction in pay as a result of the 2019-2023 Agreement, and restore their hourly rate to the one they held in 2019-2020;
- FY 2020-2021 adjustments to be effective as of the first pay period of Academic Year 2020-2021 (August 21, 2020). FY 2021-2022 adjustments to be effective as of the first pay period of Academic Year 2021-2022 (August 21, 2021).

December 17, 2020

21-087

AUTHORIZATION TO AWARD CONTRACT FOR THE  
CASCADE CAMPUS MORIARTY ARTS AND HUMANITY  
BUILDING (MAHB) AUDITORIUM AUDIO-VISUAL SYSTEM

PREPARED BY: John MacLean, Finance and Procurement Manager,  
Planning & Capital Construction

FINANCIAL  
RESPONSIBILITY: Linda Degman, Director, Planning & Capital Construction

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

REPORT: The 2017 Bond Program included upgrades to audio-visual systems college-wide. The current system in the Moriarty Arts and Humanities Building (MAHB) is at end of life and requires replacement and acoustical enhancements.

On October 6, 2020 the Invitation to Bid (ITB) was advertised in the Daily Journal of Commerce, State of Oregon (ORPIN), Portland Observer, and the Portland Business Tribune. In addition, P&CC staff reached out to all identified COBID registered firms who could provide these services. A total of thirty-two (32) firms registered and received a copy of the ITB document. Three (3) firms were COBID certified. At the proposal closing time of 2:00 PM November 12, 2020 the College received five (5) proposals of which one (1) was from a firm registered with Oregon COBID.

Proposal were ranked on price with the lowest responsive bidder recommended for the contract.

P&CC staff recommend that the contract be awarded to ASA Construction whose bid of \$165,711.00 was the lowest responsive bid.

ASA Construction are Oregon certified as both a Women Owned Business Enterprise and an Emerging Small Business Enterprise.

RECOMMENDATION: That the Board of Directors authorize PCC to award the contract for the MAHB audio-visual and acoustical improvements to ASA Construction for a stipulated sum of \$165,711 and contingency of \$16,571 for a total authorized amount of \$182,282. Funding is from the 2017 Bond Program.



December 17, 2020

21-088

DECLARE THE BOARD POSITION (ZONE 7) VACANT IN  
ACCORDANCE WITH ORS 341.335(1)(a) AND (2) EFFECTIVE  
JUNE 30, 2021

PREPARED BY: Jeannie Moton, Executive Coordinator, Office of the President

APPROVED BY: Mark Mitsui, President

REPORT: This resolution is to officially declare Zone 7 board position for Portland Community College vacant effective June 30, 2021. Director Alex Diaz Rios has notified the Board that he has relocated his permanent residence outside of the Zone 7 boundaries. His new permanent residence is within the Portland Community College District boundary.

Director Diaz Rios was elected to the Portland Community College Board of Directors in May of 2019 for a four-year term. Under ORS 341.335(2), he may continue to serve as the Zone 7 Director until June 30, 2021. This statute requires the second two years of his term to be filled by election at the next regular district election (May 18, 2021). The elected successor will take office on July 1, 2021, and serve the remaining two years of Director Diaz Rios' term as provided in ORS 341.335(5).

In order to place the Zone 7 board position on the ballot for the May 2021 Special Election, the Board must declare the position as vacant in accordance with ORS 341.335(1)(a) and (2), effective June 30, 2021.

RECOMMENDATION: That the Board of Directors declare the Board position in Zone 7 Vacant effective June 30, 2021. This will enable the position to be placed on the ballot for the May 2021 Special Election in accordance with ORS 341-335 (2), (3) and (5).

# 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.)

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## 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:

- 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

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.