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PORTLAND COMMUNITY COLLEGE BOARD OF DIRECTORS

Business Meeting

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— January 21, 2021 —



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

January 21, 2021

Please click the link below to join the webinar:

<https://portlandcc.zoom.us/j/92411331953>

Telephone: +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 or +1 312
626 6799 or +1 646 876 9923 or +1 301 715 8592

Webinar ID: 924 1133 1953

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, please use **ACCESSIBILITY** in the subject line.

4:30 PM **Executive Session**

In accordance with ORS 192.660 (2), (d) labor negotiations, (f) information exempt from disclosure/attorney client privilege and (h) litigation

Media Requests to join the Executive Session can be emailed (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.

5:00 PM **Work Session**

ENTERPRISE: *Cultivate a long-term sustainable college enterprise*

- Legislative Update—Emma Kallaway (20 minutes)
- Comprehensive Annual Financial Report Highlights—Dina Farrell (15 minutes)
- Board Policy—Tiffani Penson (15 minutes)
- Board Self-Assessment—Mohamed Alyajouri (10 minutes)
- OCCA/OPC Update—Michael Sonleitner and Mark Mitsui (10 minutes)

6:15 PM **Break**

6:30 PM **Call to Order**

- Approval of Agenda—January 21, 2021
- Approval of Minutes—December 17, 2020

6:35 PM **Information Sessions**

PRESIDENTS UPDATES

- COVID-19 Update (5 minutes)
- [Strategic Plan Themes](#) (5 minutes)

ENTERPRISE: Cultivate a long-term sustainable college enterprise

- Comprehensive Annual Financial Report (CAFR) & Audit Opinion—Eide Bailly (10 minutes)

BELONGING: *Transform our learning culture toward creating a sense of belonging and well-being for every student*

- Diversity Equity and Inclusion: Pathways to Opportunity (PTO) Equity Roadmap—Kate Kinder (10 minutes)
- YESS to Equitable Student Success: Advising Redesign—Emmitt Wyche and Josh Peters McBride to focus on Advising Redesign. (15 minutes)

DELIVERY: *Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem*

- Planning and Capital Construction: Rock Creek—Linda Degman (10 minutes)

7:30 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.

7:40 PM

Business Session

Consent Agenda: (All items will be approved by consent agenda unless an item is withdrawn by request of a member of the Board. A separate motion will then be required to take action on the item in question.)

PERSONNEL

Page

21-089 Approval of Personnel Actions—
January 21, 2021 583

Academic Professional Appointments:

Sherri Aytche, Mental Health Drug & Alcohol Specialist,
Workforce Development and Continuing Education
(NonGeneral Fund)

Martin Gaytan, Accountant III, Finance and
Administration

Jennifer Jett, Enrollment Advisor, Student Affairs,
Sylvania Campus

Faith Kebekol, Resource Program Coordinator II, Office
of the Dean of Student Development, Cascade
Campus (Temporary)

Tim Krause, Online Development Facilitator, Academic
Affairs, Sylvania Campus

Michelle Marusek, Enrollment Advisor, Student Affairs,
Southeast Campus
Reimi Patterson-Davidson, Enrollment Advisor, Student
Affairs, Cascade Campus
Erica Sanderson, Enrollment Advisor, Student Affairs,
Rock Creek Campus
Amanda Stanley, Community Resources Coordinator,
Office of the Dean of Student Development,
Southeast Campus

Administrative Appointments:

Jean Atkinson, Food and Vending Services Manager,
Finance and Administration, Sylvania Campus
(Temporary)
Jessie Lau, Bond Accounting Manager, Bond Program,
Capitol Park (Temporary)
Christina Shafer, Pathways Program Manager,
Workforce Development and Continuing Education,
Southeast Campus (Temporary)

Retirees

21-090	Commendation of Retiring Employee – Jessie Matsumura (1 year).....	588
21-091	Commendation of Retiring Employee – Phillip Seder (15 years).....	589
21-092	Commendation of Retiring Employee – Mitsuko Taniguchi (18 years)	590

BIDS AND CONTRACTS

21-093	Award Contract for Medical Imaging Equipment for the Sylvania Health Technologies Building	591
21-094	Increase Contract for Construction Manager/General Contractor (CM/GC) For Portland Metropolitan Workforce Training Center (PMWTC)	592
21-095	Award Contract for Welding Equipment at the Oregon Manufacturing Innovation Center (OMIC)	594

BOARD

21-096	Authorization to Refund Student Transportation Fee for Winter Term 2021	596
21-097	Apply to the Higher Education Coordinating Commission for Approval of the Civil and Construction Engineering Technology AAS Degree for Portland Community College	597
21-098	Apply to the Higher Education Coordinating Commission for Approval of the Geomatics	

	AAS Degree for Portland Community College	598
21-099	Apply to the State Board of Education for Approval of the Less Than One-Year Certificate in Geospatial UAS for Portland Community College	599
21-100	Apply to the State Board Of Education for Approval of the Less than One-Year Certificate in Vascular Interventional Catheterization Technology for Portland Community College	600
21-101	Apply to the Higher Education Coordinating Commission for Approval of the Web Development and Design AAS Degree for Portland Community College.....	601
21-102	Establish Name of PCC Columbia County Site and Building	602
21-103	BP 2310 Regular Meetings of the Board of Directors (First Reading)	603
21-104	BP 2315 Closed/ Executive Sessions (First Reading).....	604
21-105	BP 2330 Quorum and Voting (First Reading).....	605
21-106	Correction to BP6200 Budget Development	606

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

21-107	Recognition of Oregon Legislative Delegation	607
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7:45 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.

7:55 PM **Reports** (5 minutes each)

- District Student Council
- PCC Federation of Classified Employees (AFT Local 3922)—Jeff Grider, President
- PCC Federation of Faculty and Academic Professionals—Frank Goulard, President
- Board Members

8:25 PM **Adjournment**

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

December 17, 2020
Via remote access

BOARD MEETING MINUTES

ATTENDANCE

Jim Harper, Tiffani Penson, Dan Saltzman, Michael Sonnleitner, Alex Díaz Rios, Riley Turner

WORK SESSION

The board met in work session and received updates state economic forecast, finance and budget, Board retreat planning and the 2021 Special Election. The conversation regarding the secretary position was postponed due to the absence of the chair.

CALL TO ORDER

Vice Chair Penson called the Business Meeting to order at 5:32 pm.

APPROVAL OF THE AGENDA

The December 17, 2020 agenda was approved as published. Harper/Díaz Rios
Díaz Rios - Yes Harper - Yes Sonnleitner – Yes
Penson – Yes Saltzman - Yes

The November 19, 2020 minutes were approved as published. Harper/Sonnleitner
Díaz Rios - Yes Harper - Yes Sonnleitner – Yes
Penson – Yes Saltzman - Yes

INFORMATION SESSIONS

COVID-19 Update – Mark Mitsui

I'm going to provide you the meeting summary from our most recent COVID Opening Leadership Team (COLT), which was held on December 9, 2020. The virus metrics are very discouraging and all five counties with PCC sites are still in the extreme risk category. We'll plan for winter with the expectation that this will continue to be the case until we see the case rate go down. In terms of planning for Winter Quarter, Vice President of Academic Affairs Dr. Katy Ho and Executive Vice President Sylvia Kelley met with Career Technical Education (CTE) faculty department chairs, administrators, and faculty regarding CTE courses that can only be taught in person. Scenario planning was conducted by the deans and faculty, and a review of the scenario plans has been completed.

The administration, faculty, and division chairs are working together on limited reopening for Winter Quarter for very specific segments of CTE programs. We're centering on second year students who are close to completion, and other relatively

safe, solvable items in order to see what exceptions might be possible for a return. These include courses such as a portion of the aviation maintenance program, a portion of the diesel tech program, part of the automotive program, machine tech program, nursing – particularly the first year lab component, in addition to some continuing education courses such as the motorcycle safety classes. These are held outside in the parking lot so social distancing is very achievable. There's consideration of co-op, for example auto body, building construction, electronic engineering, tech, landscape, and veterinary.

We are continuing to plan for Spring Quarter. Financial Aid has already been reaching out to programs to work proactively and taking a case management approach. Environment, Health and Safety is doing a lot of internal prep for faculty and is also working on how best to provide education around compliance to students before they return.

City of Newberg Vertical Housing Development Zone (VHDZ) – Keith Leonard, AICP, Associate Planner and Patrick Davenport, AICP, Planning Manager

Newberg Downtown Improvement Plan (NDIP) recommends the establishment of a VHDZ program to encourage and incentivize mixed-use developments within the downtown. A VHDZ is authorized by State Statute ORS 307.841-307.867. It enables cities and/or counties to reach an agreement with other taxing jurisdictions to grant a 10-year partial property tax exemption for new mixed use development. A VHDZ can cover a single tax lot, a parcel of many adjoining tax lots. VHDZs encourage investment in and rehabilitation of mixed-use multi-story developments in Newberg's Central Business District; encourage new mixed-use development (residential and commercial); stimulate more commercial growth in the area, increasing the value of surrounding properties and the County's tax base as a whole; enhance opportunities for a live/work community; support commercial development by increasing the number of residents/consumers; create long-term community wealth through larger, mixed-use buildings that will be fully taxed after the partial abatement expires; and encourage more walkable neighborhoods by locating goods and services near residents.

Partial tax exemptions available for market rate housing units: property owners may be eligible for a partial exemption of property taxes on improvement values for up to 10 years; mixed-use buildings (1st floor commercial, 2nd floor and above residential) may be eligible for the following partial property tax exemptions on improvement value, one floor equaling 20%, two floors 40%, three floors 60%, and four floors 80%. Land may also be partially exempt for the number of floors allocated for low income housing (80% of the area median income or below; each floor of certified low income housing may be eligible for partial tax exemptions. There are 13 potential development sites with a total land area of 4.71 acres.

The state requires a displacement analysis and the consultant's analysis finding determined that there was a low likelihood that current residents would be displaced as a result of the proposed VHDZ. Next steps include: presentation to other taxing districts, presentation to City Planning Commission, formal letter of support request sent out, city

council decision, report of council decision to taxing district, and VHDZ should be completed by Spring of 2021.

Diversity, Equity and Inclusion: HB 2864 – Tricia Brand

Cultural Competency Standards Bill HB 2864 was passed by the Oregon State Legislature in 2017 as a bill that requires cultural competency standards at all public universities and community colleges by the end of 2020. According to the bill, cultural competence is an understanding of how institutions and individuals respond respectfully and effectively to people from all races and ethnic backgrounds, cultures, languages, abilities, religions, sex and gender identities, sexual orientations, and other characteristics in a manner that recognizes, affirms and supports their success at our post-secondary institutions.

The bill outlines that the requirement of having cultural competency standards requires the development and implementation of a plan for building an inclusive campus culture. As part of our statewide engagement, PCC was one of five institutions to help plan and facilitate the Higher Education Coordinating Council (HECC) 2020 Digital Summit on House Bill 2864. The Digital Summit on House Bill 2864 convened teams of institutional leaders and stakeholders to share our progress on House Bill 2864, aligned expectations, and strategized next steps for implementation. There was consensus that the converging crises of 2020 have presented both significant acceleration and deceleration points for college-wide equity work. Deceleration points include: limited bandwidth, constrained resources (no earmarked funding from the state for HB 2864), impacted timelines, and impact of September 2020 EO 13950 on DEI training across colleges nationally. Acceleration points include: the Movement for Black Lives/reckoning for racial justice (sense of urgency), disparate impact of COVID-19 on historically marginalized communities, and greater opportunity to collaborate as a consortia to share resources.

Goals include: increase student success rates and eliminate disparities; enhance organizational engagement around diversity, equity, and inclusion; advance equitable, sustainable economic development; prepare new majority students for success in college, work, and life. College efforts to implement cultural competency standards: established key definitions and metrics; expanded resources to support Culturally Responsive Teaching; created tools for onboarding and training of managers; launched cohort-based learning pilot for examining whiteness; imbedded principles of Critical Race Theory in decision-making processes with adoption of the Equity & Empowerment Guide.

Our new strategic plan makes the case for the development of a comprehensive PCC Equity Plan that intentionally and systematically provides a roadmap to: define and align the goals that lead to transformational change toward mission fulfillment; expand organizational understanding of diversity, equity, inclusion, and belonging; inform all manner of planning, programing, resources allocation and decisions-making at PCC to ensure that the College is well-positioned to meet the rapidly changing landscape of diverse and urgent community, education and workforce needs we anticipate in

Portland. HB 2864 legislative requirements: include a broad range of institutional perspectives and give equal weight to the perspectives of administrators, faculty members, staff and students; propose institution-wide goals that seek to improve the cultural inclusion climate for students, faculty, staff and administration from diverse backgrounds; recommend mechanisms for assessing how well the institution meets cultural competency standards; require preparation of a biennial report that is presented to the appropriate board regarding the institution's progress toward achieving the goals set forth in this legislation; ensure clear communication to new faculty, staff and administrators of the institution's commitment to meeting cultural competency standards in professional development; and require continuing training and development opportunities that foster the ability of the institution's faculty, staff and administration to meet cultural competency standards.

Planning and Capital Construction: Oregon Manufacturing Innovation Center (OMIC) Update – Linda Degman, Gary Sutton, Andrew Lattaner

OMIC is a collaborative initiative that brings together industry, academia/post-secondary education, and government to foster innovation and strengthen the manufacturing industry through world-class research and talent development. To inspire and prepare Oregon's workforce for good paying jobs and careers in advanced manufacturing through industry-driven training that meets the current and future needs of Oregon employers.

PCC OMIC Training Center Timeline 2021 Winter Term: construction completion, equipment procurement, program/curriculum development, building set up; Spring Term: OMIC Training Center Virtual Kickoff, limited soft opening (remote classes), building set-up, equipment installation and testing. Summer Term: limited instruction (if permitted), equipment installation and testing, final set-up. Fall Term: community opening and classes begin.

OMIC Training Programs include: on-ramp to manufacturing, pre-trades for advanced manufacturing program with Career Pathways Certificates available in orientation for the trades, math for the trades, and hands-on experience; state registered apprenticeship with on the job and classroom training and earn while you learn; CTE Programs in machining, welding, CADD, mechatronics; Adult Basic Education Class fundamentals in math.

The ways in which PCC and Columbia County collaborate: PCC OMIC aligned equipment at Scappoose High School; Manufacturing Day and Manufacturing Month; Columbia Works Pilot Internship Program; OMIC/OMEF Factory of Tomorrow; Columbia County newsletter; Columbia County Economic Team; and in January 2021 with the Columbia County K-12 Working Group.

PCC Foundation Campaign for Opportunity Recap – Ann Prater, Executive Director and Christina Kline, Manager, Donor Engagement

Five years ago, we did not have a president. We didn't have a campaign plan, but there was enormous work that had been done before me to get ready for a campaign that if

we had waited until it was a priority for a new president, all that work would have had to be thrown away. We think of it as a un-campaign. We started the campaign and then we decided what we were fundraising for. On December 15, 2015 we launched the campaign. We gave ourselves seven years, but we finished this Tuesday, December 15, just five years later.

We had leadership support from Administration, the District Board of Directors, the Foundation Board, and we recruited the very best campaign leaders we could ever have in Chris and Tom Nielsen. In December 2015, the Foundation was booking \$450,000 pledge for Future Connect – the largest cash gift ever. In 2016, a new PCC leader would be hired, introducing the leader would give community access opportunities and ability to share why it's important to "Think PCC First." We changed policy to begin counting bequests, and with this momentum we received our first \$1 million bequest.

This was a \$25 million comprehensive campaign with \$20 million raised from Philanthropic Funds and \$5 million raised from public funds to support student access and success (\$9M), sustain and grow Future Connect (\$6M), grow Workforce program support (\$5M), and student urgent needs (\$1M). The Quiet Phase (December 2015 – April 2019) accomplishments include: campaign plan development, recruited all-star Campaign Committee, introduced fundraising metrics and increased size of major gifts, changed policies to allowing counting of planned gifts, created \$25 million campaign goal one month before we went live, and increased our campaign goal to \$30 million in time for the 2019 gala.

The largest amount of fundraising happens during the Quiet Phase; when we moved to the Megaphone Phase (April 2019 – December 15, 2020) we were able to show our community that PCC is a vital resource and a premiere philanthropic investment. We told the story of the Campaign for Opportunity through our 2019 Gala, social media, films, campaign website, volunteer toolkit, email newsletter, distribution of 80,000 campaign reports, and external outreach through one-on-ones and mixers. Our new fundraising initiatives

Champions for Opportunity, which consists of 100 donors giving \$10,000 each to create the \$1 million endowment for urgent need and Big Give Day, which in 2019 saw 300 donors raise \$86,000 and in 2020 700 donors raised \$170,000. Big wins for the PCC Foundation and our students include: \$12.2M in future gifts – including four \$1 million bequests; \$3,000 new donors (6,800 total donors); four \$1 million plus cash gifts from the Higher Education Coordinating Commission, Willamette Dental Group, Anne Naito-Campbell, and the Writer's Estate.

PCC's endowment has grown from \$6.7M in 2012 to \$17M in 2020. Our first campaign was about much more than money. We created a high-performing, fully staffed Foundation team positioned to grow philanthropic support. We have grown the Foundation Board leadership into an engaged group of community story tellers; revitalized the Foundation's planned giving program; developed a strong individual major donor program; helped PCC leadership and staff become excited about the

transformative power of philanthropy; revitalized the Foundation's planned giving program; and introduced the PCC Foundation (PCCF) to the community as the preferred educational institution of choice for philanthropy.

On April 10, in lieu of our annual gala we will be hosting a one hour fundraiser on KOIN 6 News called Tomorrow, Together.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS SESSION

Vice Chair Penson proposed approval of Resolutions 21-080 to 21-088.

Harper/Sonnleitner

Díaz Rios - Yes

Harper - Yes

Sonnleitner – Yes

Penson – Yes

Saltzman - Yes

PUBLIC COMMENT ON NON AGENDA ITEMS

Vincent Blanco.....Employees well-being during COVID – 19

Jaime Rodriguez.....Appreciation to PCC during COVID – 19

REPORTS

PCC Federation of Faculty and Academic Professionals: Frank Goulard, President
Every month the Federation has member meetings, workshops, and sessions, sometimes with AFT Oregon or other groups around the state. There is constant work that is going on, more than meets the eye. I applaud everyone's efforts and doings.

PCC Federation of Classified Employees (AFT Local 3922): Jeff Grider, President
Since the last time I reported quite a few things have changed. I would like to sincerely thank Mark Mitsui for exercising his authority to extend closure pay for Classified employees. I cannot express in words how meaningful that is to the employees who are still receiving that benefit. Since that time we have received around 160 layoff notices amongst our Classified employees, 80 of those have been rescinded. The custodians are back at work full time. We met today with Cheryl Belt and one of the HR representatives who represents food services, transit service operators, central distribution services – many of these folks are receiving reduced hours or layoff notices – several dozen of the instructional support technicians, mostly associated with the CTE programs. We have presented alternatives to layoff, some newer innovative ideas, so we're exploring options for our employees. I want to thank all the people in the background of administration who are working on what I sincerely believe is their own desire not to lay off employees in these difficult times. It's heartening to see all the work that is going into making our students successful.

District Student Council (DSC) – Riley Turner

Due to a desire to focus themselves elsewhere, Antonia McSwain has tendered her resignation effective the end of Fall Term. I want to talk about an energy that has underpinned the thoughts and actions of the members of the DSC, which has been that

of a systemic hopelessness that we've just recently begun to address within our own system in the DSC. One of the major topics recently has been brought forth by our United Cultural District, the BIPOC caucus within the DSC, to address and hopefully rectify some of the ways in which the DSC is structured to avoid change in a racially just direction and in a more generally equitable direction toward our more marginalized students. At our Winter Retreat Antonia tendered her resignation and the United Cultural District proposed a package of resolutions to be voted on in January to amend the DSC constitution to adjust our structure and hopefully inform the biennial budget planning to create a more equitable, just, and focused structure to address these issues. One of the primary features of this new structure will be increased funding and participation of our Identity Based Equity Centers. The reception of this package of resolutions was overwhelmingly positive, both from the rest of the DSC, as well as our Directors of Student Life and Leadership and the administration that was in attendance at the Winter Retreat. We are deliberating and leaning not increasing our student activity fee in the midst of a pandemic.

Board Members:

Director Díaz Rios

I want to say thank you to everyone for their hard work during these unprecedented times. I want to wish everyone a Happy Holidays and hope you get some rest and are ready for the adventures that 2021 will bring.

Director Sonnleitner

Three matters, I'll try to be very brief. First, there was an Oregon Community College Association (OCCA) meeting on December 4. The organization is in great financial shape because the OCCA treasurer is Mark Mitsui. The primary focus was DEI and there was an excellent speaker from the University of California, Riverside who I think needed more time because there was a lot to cover and not a lot of time for discussion, but quite excellent and OCCA is certainly moving positively in the direction of having an equity call to action, a DEI committee, and finalizing a DEI statement for the organization as a whole.

The Oregon School Board Association (OSBA), comprised of 22 board members statewide that represent all K-12 school districts, educational service districts, and, at least allegedly, all community colleges. My campaign ended last night and I did not win the seat. A nominee from the educational services district in Multnomah County managed just last night to win a sixth vote. Out of the 11 school districts in my region, each of us needed six, and she got her sixth last night. I am disappointed that my fundamental arguments that equity required at least one of the OSBA members to come from a community college. Momentum for change is in the process.

Third, there is a Regional School Board Equity Team (RSBET) has been in the works for two years. They are requesting for at least one board member from each of the 11 schools board in the Multnomah region and I did volunteer. This does not require board approval. Overall it's been a very active fall for me with this campaign, OCCA, and RSBET. Happy Holidays and let us do our best to act collectively in a responsible way during these holidays.

President Mitsui

I want to thank Frank, Jeff, Vincent, and Jaime for your kind words and also acknowledge Lisa Bledsoe, Sylvia Kelley, and Cheryl Belt for their collaborative work. We look forward to ongoing conversations with both Frank and Jeff, and the Federation also attending Cabinet on regular intervals. I want to highlight progress on systems change to address basic needs insecurity amongst our students. I would like to cede part of my time to Kate Kinder to give a quick update and milestone around that.

President's Updates

Mark asked Kate Kinder to make a few remarks regarding Pathways to Opportunity.

Kate Kinder

I'm the Dean of Career Pathways and Skill Training and I'm excited to give a brief update on Pathways To Opportunity (PTO) and a hire that we have made to move that work forward at PCC. We have been focused on how we can close opportunity gaps, center racial justice, and increase economic mobility by connecting students to more federal, state, and local resources so that they can enroll in college and complete college. We see so many students who start here and have a very clear dream, have a clear career goal, but unmet basic needs and financial gaps are making the difference between them completing and moving into careers or dropping out. Thanks to President Mitsui's vision we have a really clear roadmap going forward, of how we're going to do this work. We've been spending the last few months focusing on bringing together a number of initiatives and work that we've been doing to identify best practices and be ready to implement them with this new hire. We've been looking nationally at best practices, working with experts across the country, looking at policy program and practices at work, working with National Skills Coalition. We've been continuing to lead the State Coalition – the PTO Coalition – that brings together the 17 community colleges and key partners like Oregon Department of Human Services and that's been a great opportunity to learn what's working at other institutions and in other communities. And then locally, we have been engaged in some work over the last year with Seattle Jobs Initiative and a professor from University of Washington focused on human centered design and student centered design to hear from our students, elevate their voices of how they want to hear about benefits and resources, and how we can reduce stigma. We have a clear set of strategies of how we're going to have a systemic and equitable strategy to implement PTO increase and equitable student success. One of the key platforms will be implementing single step, which is a benefit screener program, meaning that it doesn't depend on a student talking to the right person at PCC. They will have equitable access to a tool that will help them screen for all the benefits they might qualify for. We're thrilled to have hired the Community Resource Coordinator, Amanda Stanley, who was in charge of implementing this at Linn Benton Community College, working as a resource coordinator and student navigator for multiple years addressing benefits, basic needs security, and working with students. Equally, connecting to resources, key navigation, and relationship building with students. Prior to that she had a lot of years in student affairs. We're really appreciative of this opportunity, the investment President Mitsui made to have some key staffing to do this work.

President Mitsui added that this will be integrated with advising redesign. Students are assigned with an advisor now and we would like to integrate Single Stop with all new and returning students. Director Saltzman had some questions on housing and Linda Degman will give a status update on the integration of strategic housing plan with Phase 2.

Linda Degman

I formed an internal housing strategy committee that's made up of myself, Rebecca Ocken, as well as several people from student services. We're going to start meeting on a monthly basis to talk about integration and strategy for housing to make sure we're coordinated, as well as with Kate Kinder. We have several meetings set up in December and January to meet with Hacienda, REACH, Community Partners for Affordable Housing, Central City Concern, PCRI, Washington County Housing Authority, and community development partners. Last, is doing the alternative land use study and the questions that they're going to be answering and looking at are what are the demands for new developments in the communities.

President Mitsui

Last meeting I talked about the Department of Corrections contracts and I really want to thank Kate Kinder, Emma Kallaway, and Kevin Bradley, as well as Senator Dembrow and Senator Johnson. Right now we have indications from Corrections that they will accept Option 1, as opposed to pulling all the contracts. We are still ironing out the negotiations. If these hold then we will be able to retain the 12 faculty positions at PCC in the Corrections Program. We have been meeting two to three times a week for the past several months, and I appreciate the time and effort everyone has put in.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:08 pm.

Mohamed Alyajouri, Chair

Mark Mitsui, President

Prepared by:

Jeannie Moton, Executive Coordinator

Minutes approved on January 21, 2021.

January 21, 2021

21-089

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 (NonGeneral Fund)– **Sherri Aytche**

Mental Health Drug & Alcohol Specialist

Workforce Development and Continuing Education

Annual Salary: \$59,504

Grade: 5

Step: 3

Effective: December 21, 2020

Applicant Flow:

Gender

Ethnicity

1 Female

0 American Indian or Alaska Native

0 Male

0 Asian

0 Not Disclosed

1 Black or African American

0 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

0 Not Disclosed

0 Two or More Selections

0 White

1 Total

Academic Professional Appointment– **Martin Gaytan**

Accountant III

Finance and Administration

Annual Salary: \$59,504

Grade: 5

Step: 3

Effective: January 11, 2021

Applicant Flow:

Gender

Ethnicity

13 Female

0 American Indian or Alaska Native

7 Male

4 Asian

1 Not Disclosed

4 Black or African American

2 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

2 Not Disclosed

2 Two or More Selections

7 White

21 Total

Academic Professional Appointment– Jennifer Jett

Enrollment Advisor

Student Affairs, Sylvania Campus

Annual Salary: \$52,465

Grade: 3

Step: 3

Effective: December 14, 2020

Applicant Flow:

Gender	Ethnicity
15 Female	0 American Indian or Alaska Native
6 Male	2 Asian
0 Not Disclosed	2 Black or African American
	0 Hispanic/Latino
	0 Native Hawaiian or Other Pacific Islander
	2 Not Disclosed
	0 Two or More Selections
	15 White
	<hr/> 21 Total

Academic Professional Appointment (Temporary)– Faith Kebekol

Resource Program Coordinator II

Office of the Dean of Student Development, Cascade Campus

Annual Salary: \$53,985

Grade: 4

Step: 2

Effective: January 4, 2021 to June 30, 2021

Applicant Flow: Article 3.64 Recruitment

Academic Professional Appointment– Tim Krause

Online Development Facilitator

Academic Affairs, Sylvania Campus

Annual Salary: \$59,504

Grade: 5

Step: 3

Effective: December 14, 2020

Applicant Flow:

Gender	Ethnicity
36 Female	0 American Indian or Alaska Native
19 Male	3 Asian
4 Not Disclosed	1 Black or African American
	0 Hispanic/Latino
	1 Native Hawaiian or Other Pacific Islander
	11 Not Disclosed
	4 Two or More Selections
	39 White
	<hr/> 59 Total

Academic Professional Appointment– Michelle Marusek

Enrollment Advisor

Student Affairs, Southeast Campus

Annual Salary: \$50,691

Grade: 3

Step: 2

Effective: December 14, 2020

Applicant Flow:

Gender		Ethnicity	
15	Female	0	American Indian or Alaska Native
6	Male	2	Asian
0	Not Disclosed	2	Black or African American
		0	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		2	Not Disclosed
		0	Two or More Selections
		15	White
		<hr/>	
		21	Total

Academic Professional Appointment– Reimi Patterson-Davidson

Enrollment Advisor

Student Affairs, Cascade Campus

Annual Salary: \$48,976

Grade: 3

Step: 1

Effective: December 14, 2020

Applicant Flow:

Gender		Ethnicity	
15	Female	0	American Indian or Alaska Native
6	Male	2	Asian
0	Not Disclosed	2	Black or African American
		0	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		2	Not Disclosed
		0	Two or More Selections
		15	White
		<hr/>	
		21	Total

Academic Professional Appointment– Erica Sanderson

Enrollment Advisor

Student Affairs, Rock Creek Campus

Annual Salary: \$69,085

Grade: 3

Step: 11

Effective: December 14, 2020

Applicant Flow:

Gender		Ethnicity	
15	Female	0	American Indian or Alaska Native
6	Male	2	Asian
0	Not Disclosed	2	Black or African American
		0	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		2	Not Disclosed
		0	Two or More Selections
		15	White
		<hr/>	
		21	Total

Academic Professional Appointment– Amanda Stanley

Community Resources Coordinator

Office of the Dean of Student Development, Southeast Campus

Annual Salary: 55,875 per year Grade: 4

Step: 3

Effective: December 21, 2020

Applicant Flow:

Gender		Ethnicity	
94	Female	1	American Indian or Alaska Native
40	Male	7	Asian
8	Not Disclosed	7	Black or African American
		14	Hispanic/Latino
		1	Native Hawaiian or Other Pacific Islander
		10	Not Disclosed
		17	Two or More Selections
		85	White
		142	Total

Administrative Appointment (Temporary)– Jean Atkinson

Food and Vending Services Manager

Finance and Administration, Sylvania Campus

Annual Salary: \$90,500 Grade: J

Effective: November 21, 2020 to December 31, 2021

Applicant Flow: Direct Appointment

Administrative Appointment (Temporary)– Jessie Lau

Bond Accounting Manager

Bond Program, Capitol Park

Annual Salary: \$86,726 Grade: K

Effective: December 31, 2020 to June 30, 2023

Applicant Flow:

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

Administrative Appointment (Temporary)– Christina Shafer

Pathways Program Manager

Workforce Development and Continuing Education, Southeast Campus

Annual Salary: \$75,000 Grade: I

Effective: December 14, 2020 to December 13, 2021

Applicant Flow: Direct Appointment

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN THE JANUARY 21, 2021 PERSONNEL REPORT**

Female	10
Male	2
Not Disclosed	<u>0</u>
	12

American Indian/Alaskan Native	0
Asian	1
Black or African American	2
Hispanic/Latino	1
Native Hawaiian/Pacific Islander	1
Not Disclosed	0
Two or More Selections	0
White	<u>7</u>
	12

January 21, 2021

21-090

COMMENDATION OF RETIRING EMPLOYEE –
JESSIE MATSUMURA

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Jessie Matsumura has performed faithfully in her duties as a Systems Analyst and Programmer Analyst II for Portland Community College since July 22, 2019. 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.

January 21, 2021

21-091

COMMENDATION OF RETIRING EMPLOYEE –
PHILLIP SEDER

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Phillip Seder has performed faithfully in his duties as a Full-time Faculty for Portland Community College since January 02, 2005. 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.

January 21, 2021

21-092

COMMENDATION OF RETIRING EMPLOYEE –
MITSUKO TANIGUCHI

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Mitsuko Taniguchi has performed faithfully in her duties as a Part-time Cook for Portland Community College since April 01, 2002. She retires effective December 28, 2020.

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

January 21, 2021

21-093

AWARD CONTRACT FOR MEDICAL IMAGING
EQUIPMENT FOR THE SYLVANIA HEALTH
TECHNOLOGIES BUILDING

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

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

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

REPORT: The 2017 Bond Program includes the modernization of the Health Technology (HT) Building on the Sylvania Campus. As part of that project there is a need to install new medical imaging equipment in the building.

On November 20, 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 twenty-six (26) firms registered and received a copy of the ITB document. No COBID firms registered for the ITB.

At the proposal closing time of 3:00 PM November 17th, 2020 the College received three (3) proposals none of which were from a firm registered with Oregon COBID.

Proposals were ranked on price with the lowest responsive bidder recommended for the contract. P&CC staff recommend that the contract be awarded to Professional X-Ray whose bid of \$244,860 was the lowest responsive bid.

RECOMMENDATION: That the Board of Directors authorize PCC to award the contract for Medical Imaging Equipment for the HT Building to Professional X-Ray for \$244,860. Funding will be from the 2017 Bond.

January 21, 2021

21-094

INCREASE CONTRACT FOR CONSTRUCTION
MANAGER/GENERAL CONTRACTOR (CM/GC) FOR
PORTLAND METROPOLITAN WORKFORCE TRAINING
CENTER (PMWTC)

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

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

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

REPORT: At its meeting on February 27, 2020 the board approved resolution 20-105 to award the contract for CM/GC services for the Portland Metropolitan Workforce Training Center to Anderson Construction. This approval covered up to \$165,000 in preconstruction services.

As the project design has developed it has been determined that the new construction should be a mass timber building. While this does not impact the expected overall project budget it does require that key sub-contractors are brought into the pre-construction phase earlier than planned to provide critical input into the design process. Anderson Construction has submitted a change proposal to the pre-construction phase of \$299,444 to add pre-construction services from three key sub-contractors. When the Guaranteed Maximum Price (GMP) is submitted it will reflect moving these costs from that phase of the project to the current phase. P&CC staff have reviewed the proposal and recommend acceptance.

The revised cost for preconstruction services will be \$449,444. Once the design phase is complete, we will come back to the Board for approval of the Guaranteed Maximum Price (GMP) through construction.

RECOMMENDATION: That the Board of Directors authorize PCC to increase the contract for the Portland Metropolitan Workforce Training

Center with Andersen Construction to a new preconstruction fee of \$494,388 including a 10% contingency. Funding will be from the 2017 Bond.

January 21, 2021

21-095

AWARD CONTRACT FOR WELDING EQUIPMENT AT THE
OREGON MANUFACTURING INNOVATION CENTER
(OMIC)

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

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

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

REPORT: As part of the construction of the new OMIC training center
in Scappoose there is a need to install new welding
equipment in the building.

On December 2, 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 all
identified COBID registered firms who could provide these
services. A total of ten (10) firms registered and received a
copy of the ITB document. No COBID firms registered for
the ITB. At the proposal closing time of 3:00 PM November
17th, 2020 the College received three (3) proposals none of
which were from a firm registered with Oregon COBID.

The ITB was broken into three discrete bid packages and
proposals were ranked on price with the lowest responsive
bidder recommended for each bid package.

P&CC staff recommend that the contracts be awarded to

Bid Package One - Industrial Source - \$159,816
Bid Package Two – Matheson Tri-gas - \$10,422
Bid Package Three – Matheson Tri-Gas - \$51,230

RECOMMENDATION: That the Board of Directors authorize PCC to award the
contracts for welding equipment for OMIC to Industrial

Source for \$159,816 and Matheson Tri-Gas for \$61,652.
Funding will be from the 2017 Bond.

January 21, 2021

21-096

AUTHORIZATION TO REFUND STUDENT
TRANSPORTATION FEE FOR WINTER TERM
2021

PREPARED BY: Michelle Brown, Interim Bursar/Treasury Manager,
Financial Services

FINANCIAL
RESPONSIBILITY: Dina Farrell, Associate Vice President, Financial
Services
Eric Blumenthal, Vice President, Finance and
Administration

APPROVED BY: Mark Mitsui, President

REPORT: This Board Resolution relates to removing and
refunding the Student Transportation Fee for the winter
2021 term because no TriMet student select transit
passes have been, or will be, sold to students during
the winter 2021 academic term. The change is due to
PCC moving to remote operations during the COVID-19
pandemic.

The Student Transportation Fee is a mandatory fee
charged to all students at \$8.00 per student per term.
The fee covers the subsidized portion of TriMet student
select transit passes sold to students. No transit
passes were issued during the winter 2021 term. Since
TriMet student select passes have not been purchased
for the winter 2021 term there is little to no substantial
lost revenue due to refunding the fee in the winter 2021
term.

The Student Transportation Fee along with other
student fees were reviewed by the President's Cabinet
for possible adjustment due to the move to remote
operations and changes in services to students. The
Cabinet endorsed the adjustments to the Student
Transportation Fee.

RECOMMENDATION: That the Board of Directors authorize the removal and
refunding of the Student Transportation Fee for winter term
2021.

January 21, 2021

21-097

APPLY TO THE HIGHER EDUCATION COORDINATING
COMMISSION FOR APPROVAL OF THE CIVIL AND
CONSTRUCTION ENGINEERING TECHNOLOGY AAS
DEGREE FOR PORTLAND COMMUNITY COLLEGE

PREPARED BY: Susan Watson, Curriculum Coordinator, Curriculum Support Services

FINANCIAL
RESPONSIBILITY: Diane Shingledecker, Division Dean, Engineering and Technology

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

REPORT: The proposed Civil and Construction Engineering Technology AAS Degree offers students an opportunity to pursue careers related to engineered construction and municipal services. Graduates will have the ability to support construction-related surveying, soil testing, construction project management and, construction drafting and Building Information Modeling. These careers provide family wage jobs that support our diverse community by creating viable professionals that can pursue opportunity throughout their preferred career focus, community and municipalities. This 95-credit degree prepares students for occupations in disciplines associated with engineered construction and municipal services.

RECOMMENDATION: That the College be authorized to submit an application to the Higher Education Coordinating Commission for the Civil and Construction Engineering Technology AAS Degree for Portland Community College.

January 21, 2021

21-098

APPLY TO THE HIGHER EDUCATION COORDINATING
COMMISSION FOR APPROVAL OF THE GEOMATICS AAS
DEGREE FOR PORTLAND COMMUNITY COLLEGE

PREPARED BY: Susan Watson, Curriculum Coordinator, Curriculum Support Services

FINANCIAL
RESPONSIBILITY: Lynn Montoya-Quinn, Interim Division Dean, Social Sciences and Human Development

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

REPORT: The proposed Geomatics AAS Degree offers students an opportunity to gain fundamental knowledge and skills in land surveying, cartography, and geospatial technologies such as Geographic Information Systems (GIS), Remote Sensing, Global Positioning Systems (GPS), and Unmanned Aerial Systems (UAS). The Geomatics degree will prepare students to become GIS and Surveying professionals. This 97-credit degree prepares students for occupations in surveying, GIS, GPS or other similar positions.

RECOMMENDATION: That the College be authorized to submit an application to the Higher Education Coordinating Commission for the Geomatics AAS Degree for Portland Community College.

January 21, 2021

21-099

APPLY TO THE STATE BOARD OF EDUCATION FOR
APPROVAL OF THE LESS THAN ONE-YEAR
CERTIFICATE IN GEOSPATIAL UAS FOR PORTLAND
COMMUNITY COLLEGE

PREPARED BY: Susan Watson, Curriculum Coordinator, Curriculum
Support Services

FINANCIAL
RESPONSIBILITY: Lynn Montoya-Quinn, Interim Division Dean, Social
Sciences and Human Development

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

REPORT: The proposed Less Than One-Year Certificate in
Geospatial UAS is designed to prepare students as
trained specialists in a wide variety of fields including
Agriculture, Emergency Services, Atmospheric Sciences,
and Geospatial services. This 12-credit certificate also
covers how to ethically operate drones; plan flights for a
variety of data collection types using appropriate sensors
and tools; and to process, interpret and analyze the data
being collected.

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

January 21, 2021

21-100

APPLY TO THE STATE BOARD OF EDUCATION FOR
APPROVAL OF THE LESS THAN ONE-YEAR
CERTIFICATE IN VASCULAR INTERVENTIONAL
CATHETERIZATION TECHNOLOGY FOR PORTLAND
COMMUNITY COLLEGE

PREPARED BY: Susan Watson, Curriculum Coordinator, Curriculum
Support Services

FINANCIAL
RESPONSIBILITY: Karen Sanders, Division Dean, Health Professions and
Physical Fitness

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

REPORT: The proposed Less Than One-Year Certificate in
Vascular Interventional Catheterization Technology is
designed to prepare students for the profession of
Interventional Radiography Technologist. Interventional
radiography is used to diagnose and treat patients using
the least invasive techniques currently available in order
to minimize risk to the patient and improve health
outcomes. This 41-credit certificate would be the first of
its kind in Oregon and would offer students with skills that
would allow them to perform cardiac and other
interventional procedures.

RECOMMENDATION: That the College be authorized to submit an application
to the Higher Education Coordinating Commission for the
Less Than One-Year Certificate in Vascular
Interventional Catheterization Technology for Portland
Community College.

January 21, 2021

21-101

APPLY TO THE HIGHER EDUCATION COORDINATING
COMMISSION FOR APPROVAL OF THE WEB
DEVELOPMENT AND DESIGN AAS DEGREE FOR
PORTLAND COMMUNITY COLLEGE

PREPARED BY: Susan Watson, Curriculum Coordinator, Curriculum Support Services

FINANCIAL
RESPONSIBILITY: Diane Shingledecker, Division Dean, Engineering and Technology

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

REPORT: The proposed Web Development and Design AAS Degree prepares individuals to develop and maintain web servers and web pages at one or a group of web sites. This 92-credit degree prepares students for occupations in website development and design.

RECOMMENDATION: That the College be authorized to submit an application to the Higher Education Coordinating Commission for the Web Development and Design AAS Degree for Portland Community College.

January 21, 2021

21-102

ESTABLISH NAME OF PCC COLUMBIA COUNTY SITE
AND BUILDING

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

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

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

REPORT: Board Policy B703 reserves to the Board "...sole authority to approve naming of College campuses, sites, buildings, facilities, parts of facilities, and faculty and staff positions."

The PCC site in Scappoose is 17.25 acres and has the capacity for multiple buildings on the property. Due to the ability to house numerous facilities for varying academic purposes the site should be consistent with our other center location names. This consistency will allow flexibility for future expansions on the site. Naming the site Columbia County Center meets the goal of consistency with other locations, creates a name that serves the broader community and county, and allows flexibility for the future.

The first building on the site should reflect the academic mission of the programs in the building, the partnership with OMIC R&D, and state and community support and shall be named the OMIC Training Center.

RECOMMENDATION: Staff recommends that the Scappoose site be named PCC Columbia County Center and the first building OMIC Training Center.

January 21, 2021

21-103

BP 2310 REGULAR MEETINGS OF THE BOARD OF
DIRECTORS (FIRST READING)

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

APPROVED BY: Mark Mitsui, President
Mohamed Alyajouri, Chair, Board of Directors

REPORT: After review of board policy and adoption of the Oregon
Community College Association (OCCA) policy
framework changes are needed to board policy B202
Regular Meetings of the Board of Directors.

Currently the policy states that *the Board will hold meetings as required by the business of the college and establish regular meeting dates. The date or place of a regular meeting may be changed by action of the Board or by the President or Chairperson provided every member is notified in writing.*

With suggestions from staff and the OCCA policy framework the new policy for consideration is as follows:

It is the policy of the Board to welcome and encourage the attendance of all interested persons at its meetings. The President or their designee shall be present at all meetings of the Board.

The Board will hold meetings as required by the business of the college and establish regular meeting dates. The date or place of a regular meeting may be changed by action of the Board or by the President or Chairperson provided every member is notified in writing.

Regular meetings of the Board of Directors shall be held monthly on the third Thursday. The Board of Directors meetings will be held at 12000 SW 49th Avenue, Portland OR 97219 unless otherwise noted on the meeting agenda. The Board of Directors will meet at various locations throughout the Portland Community College district.

RECOMMENDATION: That the Board of Directors in accordance with ORS 341.283 and BP 2410 Board Policies, Bylaws and Administrative Procedures approve the first reading of the BP 2310 Regular Meetings of the Board of Directors. Upon approval by a second reading next month, the current policy will be retired.

January 21, 2021

21-104

BP 2315 CLOSED/ EXECUTIVE SESSIONS (FIRST
READING)

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

APPROVED BY: Mark Mitsui, President
Mohamed Alyajouri, Chair, Board of Directors

REPORT: After review of board policy and adoption of the Oregon
Community College Association (OCCA) policy
framework changes are needed to board policy B202
Executive Session of the Board of Directors.

Currently in the **Meetings of the Board** section of B202
the policy states that *the Board may hold an Executive
Session for the purposes authorized under ORS Chapter
192 during a regular, special or emergency meeting, after
the Board Chairperson has identified the authorization
under ORS 192.610 to 192.690. An executive session
means any meeting or any part of a meeting of a
governing body that is closed to certain people for
deliberations. (ORS 192.610(2)). Executive Sessions
may not be held for the purpose of taking any final action
or making any final decision*

Below are suggestions for the board to consider for
approval by first reading of the Board of Directors.

*Executive sessions of the Board of Education shall only
be held as permitted by ORS 192.660. The Board may
hold an Executive Session for the purposes authorized
under ORS Chapter 192 during a regular, special or
emergency meeting, after the Board Chairperson has
identified the authorization under ORS 192.610 to
192.690. An executive session means any meeting or
any part of a meeting of a governing body that is closed
to certain people for deliberations. (ORS 192.610(2)).*

Matters discussed in closed session may include:

a) To consider the employment of a public officer,

employee, staff member or individual agent.

(b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

(f) To consider information or records that are exempt by law from public inspection.

(g) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.

(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

(j) To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.

(k) To consider matters relating to school safety or a plan that responds to safety threats made toward a school.

Matters discussed in executive session remain confidential and may not be discussed outside of the closed session.

No final actions may be taken in executive session.

If any person requests an opportunity to present complaints to the Board of Directors about a specific employee, such complaints shall first be presented to the President. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board of Directors as permitted under Oregon law.

RECOMMENDATION: That the Board of Directors in accordance with ORS 341.283 and BP 2410 Board Policies, Bylaws and Administrative Procedures approve the first reading of the BP 2315 Closed/Executive Sessions of the Board of Directors in accordance with ORS 192.660. Upon approval by a second reading next month, the current policy will be retired.

January 21, 2021

21-105

BP 2330 QUORUM AND VOTING (FIRST READING)

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

APPROVED BY: Mark Mitsui, President
Mohamed Alyajouri, Chair, Board of Directors

REPORT: After review of board policy and adoption of the Oregon Community College Association (OCCA) policy framework changes are needed to board policy B202 Quorum of the Board of Directors.

Currently in the **Quorum** section of B202 the policy states that *four members shall constitute a quorum of the Board. In the absence of a quorum, the only business that can be transacted is to take measures to obtain a quorum, to fix the time at which to adjourn, and to adjourn or take a recess. The affirmative vote of at least four members of the Board is required to transact any business.*

Below are suggestions for the board to consider for approval by first reading of the Board of Directors.

A quorum of the Board of Education shall consist of a majority of Board of Directors members.

The affirmative vote of the majority of members of the Board of Directors is required to transact any business.

Four members shall constitute a quorum of the Board. In the absence of a quorum, the only business that can be transacted is to take measures to obtain a quorum, to fix the time at which to adjourn, and to adjourn or take a recess.

RECOMMENDATION: That the Board of Directors in accordance with ORS 341.283 and BP 2410 Board Policies, Bylaws and Administrative Procedures approve the first reading of the BP 2330 Quorum and Voting of the Board of Directors in accordance with ORS 192.610 to ORS 192.690, ORS 341.283. Upon approval by a second reading next month,

the current policy will be retired.

January 21, 2021

21-105

CORRECTION TO BP6200 BUDGET DEVELOPMENT

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

APPROVED BY: Mark Mitsui, President
Mohamed Alyajouri, Chair, Board of Directors

REPORT: After review of BP 6200 Budget Development a typo was found and the retiring of current policy is needed.

B501-College Budget should have been retired when the Board of Directors approved BP 6200 with Resolution 21-059.

The typo referenced the wrong policy number that was being approved. It noted BP 3250 and should have been BP 6200.

RECOMMENDATION: That the Board of Directors in accordance with ORS 341.283 and BP 2410 Board Policies, Bylaws and Administrative Procedures approve the updates as presented. Approval of this resolution will retire B501-College Budget.

January 21, 2021

21-107

RECOGNITION OF OREGON LEGISLATIVE
DELEGATION

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

APPROVED BY: Mark Mitsui, President

REPORT: On January 6, 2021, violent insurgents stormed the U.S. Capitol in attempts to prevent the count and certification of electoral votes to thereby overturn the legitimate outcome of the U.S. Presidential election. In this violent riot, the insurgents threatened the safety of legislators and Capitol staff. Five people died as a result of this horrible attack.

After several hours of this insurrection, with legislators and staff sheltering in place, the Capitol building was cleared and secured. Congress was reconvened in order to continue the people's work of certifying the electoral votes for the 46th President of the United States.

Portland Community College recognizes the importance of the Democratic processes memorialized in the United States Constitution, and the role of our elected officials executing their solemn duty under the Constitution. The integrity of our republic was tested by the breach of the Capitol Building on January 6, 2021, that attempted to thwart the legislature from carrying out their Constitutional duties. The College commends our legislative delegation for their courage, conviction, and commitment to our republic, for returning to the capitol on January 6, 2021 to carry out their constitutional duty to certify the election of President Elect Joe Biden.

RECOMMENDATION: The Board of Directors of Portland Community College recognizes and commends the Oregon Federal Legislative Delegation whose official areas of responsibility include the Portland Community College service area: US Senator Ron Wyden; US Senator Jeff Merkley; US Representative Suzanne Bonamici and US Representative Earl Blumenaur for their courage and commitment for returning to the capitol on January 6, 2021 to carry out their constitutional duty to certify the election of President Elect Joe Biden.

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

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