

• • • • • • • • • •

PORTLAND COMMUNITY COLLEGE BOARD OF DIRECTORS

Business Meeting

• • • • • • • • • •

— March 18, 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

.....

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

March 18, 2021

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.

5:00 PM Executive Session

In accordance with ORS 192.660 (2), employment of a public official?

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 3:00 pm of the meeting date.

5:30 PM Work Session

- Portland Teacher Program Update—Kurt Simonds, Chris Rose and Vicky Lopez Sanchez (15 minutes)
- Equity Statement—Chair Alyajouri (30 minutes)

6:15 PM BREAK

6:30 PM Call to Order

- Approval of Agenda—March 18, 2021
- Approval of Minutes—January 21, 2021
- Land Acknowledgment: Michael Sonleitner, Zone 3

6:35 PM Recognition

- Anti-Asian Violence Proclamation

6:40 PM Information Sessions

PRESIDENT'S UPDATES (10 minutes)

- COVID-19 Update
- Announcements
- Other

ENTERPRISE: Cultivate a long-term sustainable college enterprise

- Budget Update—Eric Blumenthal and Dina Farrell (30 minutes)

7:20 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.

7:30 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>
21-148	Approval of Personnel Actions– March 18, 2021.....	652
	Academic Professional Appointments: Naomi Brown, Employment Specialist, Workforce Development and Continuing Education (NonGeneral Fund) Spencer Corbin Lawson, COVID Compliance Auditor (0.5FTE), Facilities Management Services (Temporary) Mary Dakin, PACTEC Program Coordinator, Academic Affairs (Non-General Fund Temporary) Kali Giaritta, Employment Specialist Coordinator, Academic Affairs (NonGeneral Fund) Amanda Wollman, Academic Advising Specialist, Office of Student Development (Temporary)	
	Administrative Appointments: Ryan Aiello, Dean, Special Projects, Student Affairs (Temporary) Dana Bonifacio-Sample, Director of Student Life and Leadership, Office of the Dean of Student Belonging and Wellbeing Christina Kline, Executive Director, PCC Foundation, Office of the Executive Vice President (Temporary) Vivian Miranda-Wendelken, Dean, Special Projects, Student Affairs (Temporary)	
	Retirees	
21-128	Commendation of Retiring Employee – Karen Davis (6 years).....	655
21-129	Commendation of Retiring Employee – Irene Giustini (19 years).....	656
	<u>BIDS AND CONTRACTS</u>	
21-130	Authorization to Award Contract for the Cascade Campus Moriarty Arts and Humanity Building (MAHB) Auditorium Audio-Visual System	657

21-131	Award Contract for Machining Equipment at the Columbia County Center OMIC Training Center	659
21-132	Authorization to Issue Early Work Amendment to Pence Construction for the Rock Creek Campus Building Seven Organic Chemistry Labs Modernization Project.....	661
21-133	Authorization to Issue Early Work Amendment to Pence Construction for the Rock Creek Campus Building Three Renovation and Modernization Project.....	663

BOARD

21-134	Apply to the State Board of Education for Approval of the Less than One-Year Certificate in Advanced Windows Network Security for Portland Community College.....	665
21-135	Apply to the State Board Of Education for Approval of the Less than One-Year Certificate in Network Security - Linux for Portland Community College	666
21-136	Apply to the State Board of Education for Approval of the Less than One-Year Certificate in Network Security - Windows for Portland Community College	667
21-137	Apply to the State Board of Education for Approval of the Less than One-Year Certificate in Secure Programming for Portland Community College	668
21-138	Apply to the State Board of Education for Approval of the Less than One-Year Career Pathway Certificate in CTE Educator for Portland Community College	669
21-139	Apply to the State Board of Education for Approval of the Less than One-Year Certificate in Paraprofessional Educator for Portland Community College	670
21-140	BP 2010 Board of Directors Membership (Second Reading).....	671
21-141	BP 2100 Board of Directors Elections (Second Reading).....	672
21-142	BP 2435 Evaluation of the President (Second Reading).....	673
21-143	BP 2710 Conflict of Interest (Second Reading).....	674
21-144	BP 2716 Board of Directors Political Activity (Second Reading)	675

21-145	BP 2740 Board Member Education (Second Reading).....	677
21-146	Approve New Transportation Benefit for Employees Assigned to Work at Vanport Building Beginning March 20, 2021	678
21-147	Employee Connectivity Stipend	679

7:35 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.

7:45 PM

Reports

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

8:05 PM

Adjournment

The Board of Directors meetings are held in accordance with open meeting laws and accessibility requirements. If a person with a disability needs assistance in order to attend or participate in a meeting, please notify the Board of Director's Office at least 48 hours in advance by calling (971) 722-4365 or by email at boardmember@pcc.edu.

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

January 21, 2021
Via remote access

BOARD MEETING MINUTES

ATTENDANCE

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

WORK SESSION

The board met in work session and received updates regarding legislation, Comprehensive Annual Financial Report, Board policy, Board self-assessment, Oregon Community College Association and the Oregon Presidents Council.

CALL TO ORDER

Chair Alyajouri called the Business Meeting to order at 6:30 pm.

APPROVAL OF THE AGENDA

The January 21, 2021 agenda was approved as published. Harper/Sonnleitner

Alyajouri – Yes

Harper - Yes

Sonnleitner – Yes

Díaz Rios - Yes

Penson – Yes

Frisbee - Yes

Saltzman - Yes

The December 17, 2020 minutes were approved as published. Sonnleitner/Penson

Alyajouri – Yes

Harper - Yes

Sonnleitner – Yes

Díaz Rios - Yes

Penson – Yes

Frisbee - Yes

Saltzman - Yes

INFORMATION SESSIONS

President's Updates – Mark Mitsui, President

- COVID-19 Update: President Mitsui provided a brief update.
- Strategic Plan Themes: President Mitsui provided detail on the new look for the agenda. We will be incorporating the themes from the newly approved Strategic Plan for the meeting agendas going forward.

Comprehensive Annual Financial Report (CAFR) and Audit Opinion – Kristin Diggs, Partner, Eide Bailly

This process was started in March 2020. The audit was performed in several different stages. July focused on student financial aid. Monies issued for any direct loan or Pell have certain compliance components that requiring testing. The test was in October and reviewed the year end balances. The tested revenues focused pretty heavily on expenses, assets and liabilities that are on the books.

The CAFR does look a little different this year. As part of the audit process, the opinions are in the CAFR. The first one is an unmodified opinion over the financial statements. The second opinion issued was over Oregon State Regulations. In the state of Oregon, auditors are required to test certain compliance requirements. Based upon the testing performed nothing needed to be reported as a finding. There were no issues. The third opinion was an opinion on internal control over financial reporting. This was a clean opinion, there was no findings related to that this year. There were no audit adjustments. These were virtual audit this year and a big thank you to the staff at Portland Community College, this wouldn't have happened without their help.

Diversity, Equity and Inclusion: Pathways to Opportunity (PTO) Equity Roadmap – Kate Kinder, Division Dean, Career Pathways

The PTO work that is happening has a focus on advancing racial equity and economic mobility. It is even more important now as we reckon with the impacts of COVID-19. Within this political climate we are looking at how to create an inclusive recovery for Oregon. PTO is a statewide initiative focusing on closing those opportunity gaps, increasing economic mobility, and focusing on connecting low income students to the resources they need. Making sure that these resources are accessible so they can complete college and move into careers.

Prior to COVID-19 there had been persistent and pervasive wage gaps by race. COVID has only exacerbated inequities. Those with a high school diploma or less represent 56% of unemployment claims, but only make up 28% of the workforce. Nationally, 99% of jobs created during the last economic recovery went to workers with at least some college education. If we don't intentionally shift how we are serving students and transform those systems we're going to further stratify the inequities that were already very present in our state. It's important to point out that none of this is accidental and none of this is a result of individuals. This is a reflection of structural racism, or historical policies, that have left some with more resources than others.

We need to work with culturally specific providers and tap into their expertise. We need to think about how we can move this work from transactional to transformational and make sure that we get the students what they need when they need it. One of the ways we're doing that is to be very intentional about how we connect students to benefits and also how we talk about benefits, being very cognizant of any racist and sexist stereotypes that are associated with these benefits is very important in connecting students to the resources to address the unmet need.

The other key program that is an example of what Pathways to Opportunity looks like in action is the STEP program, which stands for SNAP Training Employment Program. It's our SNAP 50/50 program, which is being seen as a national model. Kate provided technical assistance to over 20 states in the last six months at the request of our national and state policy partners. They are very interested in how the community colleges have been doing this work, centering racial equity, and being intentional about how we reinvest our resources. PCC is leading the consortium of all 17 community colleges, so really expanding those partnerships, success coaching, and resources.

PTO touches all that we do across the college. One of the things that is really transformational about this work is that it has been a collective effort with our colleagues. Not only do we get best practices, but we've been able to move policy forward in a way that better serves our students. House Bill 2835 was the result of partnerships. There are several other colleges who have been involved in this work and Partners for a Hunger-Free Oregon. We see this work as critical to an inclusive recovery. This strategy has been building enrollment.

Yes to Equitable Student Success (YESS) Advising Redesign – Emmitt Wyche, Manager, Advising and Placement Support and Josh Peters-McBride, Dean, Student Life and Engagement

The college is deeply rooted in our YESS vision, ensuring that all students achieve their academic goals and this couldn't be truer with our advising redesign efforts. With the implementation of our new strategic plan, our college's commitment to YESS overall supports core themes and initiatives of our new plan. Advising redesign, academic and career pathways, and integrated student guidance in the form of a new advising model that supports belonging; truly transforming our culture for the benefit of every student.

We began studying the problem of advising and proposed transformational change for improved student outcomes before 2016 and it has taken us many years to get to this place. There was a major shift when we were all met with this pandemic that resulted in us having to shift advising services to virtual and that has required us to adopt a new advising framework that we're leaning into support students using multiple modalities. Our new structure is centralized in the Academic and Career Pathway Guidance division, organized by the Pathway team, integrated with career development, using the Education Advisory Board (EAB) tech tool.

The old process was inconsistent, student initiated, reactive, and majority self-advised. The new process has a consistent philosophy, an assigned advisor for every student, progress monitoring, advisor interventions, and mandatory student actions. In the previous model, underserved students faced barriers due to systems, policies, and practices that neglected whole identity and marginalized experiences. Our new model is asset-based, with race-conscious, anti-deficit, and holistic support for every student, supported by a practitioner training and development program. Advisors and career services are organized across the six Academic and Career Pathways that envision a clear, well-defined, and integrated experience for our students as they navigate our process. We have assigned an advisor to 28,175 students.

We have a very detailed plan that our new Dean of Advising and Career Pathway Guidance, Sonya Bedient, will present in the future. We will continue to meet students where they are, through our student momentum point work, and partnering with our incredible PCC faculty on our early alert intervention system. We want to continue leveraging technology in this remote world. We know we're using technologies in ways that we perhaps have not done before and we're really excited about that, making sure that integrations are there. And then ongoing and continued interrogation of our advising model to ensure that we're supporting all of our students, especially those who are

experiencing a lot of those challenges that Kate talked about. As we have arrived at this point, years of work, and we acknowledge the progress to date. We are excited to pivot away from what we've known as initiatives to more integration of academic and career guidance with a greater alignment of our YESS work; with this shift there will be continuing, ongoing evaluation of our advising model. We have nine outcomes that we're working on aligning with our Academic and Career Pathway design team.

Director Sonnleitner asked about the advisor caseloads being almost twice as large for transfer programs as they are for CTE programs and how that has an impact on at-risk students. Dr. Lang responded that in regards to caseloads, with full transparency, they were just implemented today, so were going to be distributing those better. In terms of numbers of caseloads, a number of our students are what we call a lower touch need for advising, and then you have a range of mid to high touch. These caseloads are pretty standard of what our professional association, NACADA, indicates is a good number. We feel quite confident with the types of advising tools and support we have, and the various levels of support that our students need, that those with the highest need are going to be able to get that in our model.

Planning & Capital Construction: Rock Creek – Linda Degman, Director, Planning and Capital Construction, Krista Phillips, Manager, Planning and Capital Construction
Zahava Jones, Manager, Planning and Capital Construction

The 2017 Bond Program is working to improve health professions, workforce training programs, deferred maintenance, safety, security, and accessibility. Renovations include Parking Lot E, portions of buildings 2, 3, and 7.

The design of parking lot E will improve vehicle and pedestrian circulation and overall safety. There will be 110 parking spaces with additional exit and entry point. It will have safe, well-lit accessible crossings and sidewalks. We worked really hard to keep the oak trees on the south side. We will also be landscaping the parking lot.

The previous weld shop was in great need of a remodel. This in-progress remodel is focusing on replacing the mechanical ventilation systems and replacing the tired, old welding booths with new, more flexible welding booths. There will be about 58 welding booths in total, including 10 large, multipurpose overhead welding booths. We demolished the mechanical mezzanine and it's going to be a much brighter, cleaner space. The Building 7 update includes new variable air volume fume hoods, accessible student benches and casework, new vacuum system, and a technology podium upgrade. The construction of the Dealer Service Technology Building (DSTB) has started. This building will support the ThinkBIG program and the new ThinkBIG electric power generation program, a partnership with PCC and participating Caterpillar dealerships structured to train students to become qualified equipment service technicians. This new building is about 16,000 square feet, with three classrooms, a large tool area, administration space, large shop with overhead cranes, high garage doors, and an exterior covered work area to extend the workspace outside.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS SESSION

Chair Alyajouri proposed approval of Resolutions 21-089 to 21-106. Harper/Frisbee

Alyajouri – Yes

Penson – Yes

Saltzman – Yes

Díaz Rios – Yes

Sonnleitner – Yes

Frisbee - Yes

Harper - Yes

Non-Consent Agenda: 21-107 Recognition of Oregon Legislative Delegation

Director Saltzman made a motion to dismiss, Director Sonnleitner seconded.

Alyajouri – Yes

Penson – Yes

Saltzman – Yes

Díaz Rios – Yes

Sonnleitner – Yes

Frisbee - Yes

Harper – Yes

PUBLIC COMMENT ON NON AGENDA ITEMS

None

REPORTS

PCC Federation of Faculty and Academic Professionals: Frank Goulard, President Oregon Winter School is coming up a week from Saturday. We have some member meetings that we typically do once every six weeks or so, updating them on what's going on within the college and outside the college throughout the state. The Higher Education Coordinating Commission, of which I'm the community college faculty representative, we meet almost two weeks from now, February 10 and 11. These are important legislative session days. It's important to keep that presence there, legislators are now more acutely aware of the benefit of community colleges, in the key role we play as economic first responders and the last stop for a lot of our vulnerable populations. HECC leadership is more acutely aware than they were in the early 2010s. That's good because it gives us more visibility, and also make us responsible – take on that responsibility, to carry that mantle forward. I want to end with that, keep up the faith and the good work.

PCC Federation of Classified Employees (AFT Local 3922): Jeff Grider, President AFT Oregon typically hosts a training we refer to as Winter School in person and that didn't happen how we have traditionally done it. I was elected to represent between 700-800 classified employees here at PCC. Since the pandemic and hiring freeze that number is barely 700 and I now represent almost 70 classified employees who have been laid off or had their hours reduced. Those who have had their hours reduced will only receive prorated benefits, meaning that they must pay the remainder of their health insurance premium out of their reduced salary or their unemployment benefits, if they qualify. Our members and allies are committed to finding a solution to not further impact these employees who are already struggling. Classified employees who've been hard at work from home, paying for work supplies, internet service, and using their own cell phones, shouldering more and more work because they're scared to speak up. PCC did not create a system of reliance upon employer provided healthcare that puts our

members in this position, but PCC can solve this problem. It would barely put a dent in the tens of millions of dollars available to our dedicated employees, many of whom in the categories of students we spent all night talking about and spent so much time and money and effort working for, would be able to sleep a little better, would certainly be grateful, and in some cases, might still be alive to come back when we open back up.

District Student Council (DSC) – Riley Turner

We still have a lot on our plate to manage. One of those things that we've been working to manage is the emergency funds that we have set aside for students in need.

Emergency grants, as well as emergency loans and additional relief funds through GEERS and CARES Act funding. With that said, the situation is not what I would call positive for the long term. Part of our relief funding that we had provided to us was set aside specifically for technology assistance for students who are learning and working remotely. That was depleted inside of five days. Students are now applying for emergency grants and emergency loans to acquire the technology necessary to continue their learning here at PCC. Our eco-social justice directors and food pantry managers are working on supplying the very vital basics to our students through food deliveries. From there we're engaged in picking up some duties that have been left absent in the wake of our DSC Chair's resignation. It's given us a lot of really solid insight as to how we can best re-emerge from the pandemic. We will see an expansion of students in need, seeking that opportunity. So in addition to relief we are looking at reifying and solidifying ourselves for the future.

Board Members:

Director Díaz Rios asked about the board equity statement and if we can get some sort of timeline in terms of when we're going to continue to work on the statement, as well as look at our standing committee of diversity, equity, and inclusion. Chair Alyajouri responded that we have concluded that the standing committee was no longer a committee and we're going to delegate that work to the board as a whole, with the help of the Office of Equity and Inclusion for part of our action plan. Everyone was asked to send feedback so maybe we can create a second draft with the feedback and then hopefully have that ready for the next meeting. I'd like to have it ratified at the next meeting.

Director Sonnleitner

He acknowledged the receipt of 180 emails from union employees. He appreciates expressions of concern and would like to see public comment both on the agenda and non-agenda items to be more permissive in terms of deadlines. Last thing is an experience last night at a demonstration in Irving Park, in Northeast Portland where he found himself as a legal observer trained to take pictures and notes of any conflicts that might arise. And freedom of expression was being loudly, and I would say abusively, directed towards the police officers in this case. And thankfully, though I was in the middle of it, it didn't escalate to the point of extreme disrespect and violence. I appeal, at this point in time, to all of us within PCC and beyond to be civil to one another, to express ourselves without personal attacks, directing our comments to substantive issues and helping us all see multiple points of view that always exist relating to any

particular topic. And that's not to say that everyone's point of view is equal, but if we don't listen to different points of view, really listen, it's hard for me to see how we can move forward collectively in a collaborative way. I thank you all for tolerating me and I hope that many of you will also appreciate my high value placed upon freedom of expression.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:21 pm.

Mohamed Alyajouri, Chair

Mark Mitsui, President

Prepared by:

Jeannie Moton, Executive Coordinator

Minutes approved on March 18, 2021.



Portland Community College Board of Directors

Proclamation on Anti-Asian Violence

Whereas, the United States of America has lost more than 500,000 individuals due to COVID-19, and since the beginning of the pandemic, there have been over 3,000 incidents of violence against Asian Pacific Islander Desi Americans.

Whereas, anti-Asian sentiment in the United States has continued since the Chinese Exclusion Act of 1882, including racially motivated attacks on people of Asian Pacific Islander Desi American descent.

Whereas, February 19 is the Day of Remembrance for Executive Order 9066 which called for the internment of Japanese Americans in 1942, further depriving 120,000 people of Japanese Ancestry, two-thirds of whom were US citizens of their constitutional rights, and March 28 is "Min Yasui Day" in Oregon in commemoration of his legal challenge to the constitutionality of the military curfew and,

Whereas, Portland was a site for a temporary prison for Japanese Americans

And whereas, many Asian Pacific Islander and Desi Americans continue to face fear of verbal abuse, female fetishization, injury or death while attending school, going to the grocery store, getting a COVID-19 vaccine, or simply taking a walk.

Whereas, President Biden issued an Executive Order on January 26, 2021 to combat xenophobia against Asian Americans, especially in light of the pandemic and urged all leaders to actively commit to enact the order.

Whereas, the Board of Directors of PCC supports Portland Community College's unwavering commitment to social justice through policies that further diversity, equity and inclusion throughout the college.

Whereas, the PCC Board of Directors recognizes the long standing Anti-Asian sentiment that exists in our nation and is committed to acting deliberately to create a safe and inclusive learning environment.

Further, the PCC Board of Directors recommits itself to support faculty, staff and administration in their stalwart pursuit of quality higher education for all who seek it in our community, knowing that education empowers a citizenry that can respond effectively to the challenges that confront them, and is the most powerful tool for changing the world.

March 18, 2021

21-127

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)– Naomi Brown

Employment Specialist

Workforce Development and Continuing Education

Annual Salary: \$52,465

Grade: 3

Step: 3

Effective: January 25, 2021

Applicant Flow:

Gender

Ethnicity

5 Female

0 American Indian or Alaska Native

1 Male

0 Asian

0 Not Disclosed

1 Black or African American

0 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

0 Not Disclosed

1 Two or More Selections

4 White

6 Total

Academic Professional Appointment (Temporary)– Spencer Corbin Lawson

COVID Compliance Auditor (0.5FTE)

Facilities Management Services

Annual Salary: \$76,151 @.5 FTE

Grade: 4

Step: 12

Effective: February 8, 2021 to August 20, 2021

Applicant Flow: Article 3.64 Recruitment

Academic Professional Appointment (Non-General Fund Temporary)– Mary Dakin

PACTEC Program Coordinator

Academic Affairs

Annual Salary: \$52,465

Grade: 3

Step: 3

Effective: February 8, 2021 to June 20, 2024

Applicant Flow:

Gender

Ethnicity

2 Female

0 American Indian or Alaska Native

0 Male

0 Asian

1 Not Disclosed

0 Black or African American

1

Employment Specialist Coordinator

Step: 3

4

3 American Indian or Alaska Native

52	Male	8	Asian
8	Not Disclosed	11	Black or African American
		7	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		4	Not Disclosed
		12	Two or More Selections
		76	White
		<hr/>	
		121	Total

Administrative Appointment (Temporary)– Christina Kline

Executive Director, PCC Foundation

Office of the Executive Vice President

Annual Salary: \$100,500 Grade: N

Effective: February 2, 2021 to February 1, 2022

Applicant Flow: Direct Appointment

Administrative Appointment (Temporary)– Vivian Miranda-Wendelken

Dean, Special Projects

Student Affairs

Annual Salary: \$119,945 Grade: O

Effective: January 21, 2021 to August 31, 2021

Applicant Flow: Direct Appointment

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN THE MARCH 18, 2021 PERSONNEL REPORT**

Female	7
Male	2
Not Disclosed	0
	<hr/>
	9

American Indian/Alaskan Native	0
Asian	0
Black or African American	0
Hispanic/Latino	1
Native Hawaiian/Pacific Islander	0
Not Disclosed	1
Two or More Selections	0
White	7
	<hr/>
	9

March 18, 2021

21-128

COMMENDATION OF RETIRING EMPLOYEE –
KAREN DAVIS

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Karen (Katie) Davis has performed faithfully in her duties as an Instructional Admin Assistant II & III for Portland Community College since April 13, 2015. She retires effective February 26, 2021.

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

March 18, 2021

21-129

COMMENDATION OF RETIRING EMPLOYEE –
IRENE GIUSTINI

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Irene Giustini has performed faithfully in her duties as Director, Inst. Health Care & Division Dean for Portland Community College since August 1, 2002. She retires effective March 26, 2021.

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

March 18, 2021

21-130

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 College audio-visual systems. The current system in the MAHB is at the end of its useful life and requires replacement and the space requires acoustic enhancements.

At the December 17, 2020 meeting, the Board approved, through BR 21-087, the award of this contract to ASA Construction. However, due to a misunderstanding in the bidding specifications, it was determined to be in the College's best interest to cancel the contract and rebid the project. P&CC invited ASA Construction to submit a new proposal as part of this process.

On February 5, 2021, 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 seventeen (17) firms registered and received a copy of the ITB document. Two (2) firms were COBID certified. At the proposal closing time of 2:00 PM March 11, 2021, the College received three (3) proposals, of which none was from a firm registered with Oregon COBID.

Proposals were ranked on price, with the lowest responsive bidder recommended for the contract. P&CC staff recommends that the contract be awarded to BUILDSKAPE, LLC whose bid of \$247,282.00 was the lowest responsive bid.

BUILDSKAPE LLC is listed with the US Small Business Administration as Minority Owned.

RECOMMENDATION: That the Board of Directors authorize PCC to award the contract for the MAHB audio-visual and acoustic improvements to BUILDSKAPE, LLC for a stipulated sum of \$247,282 and contingency of \$24,728 for a total authorized amount of \$272,010. Funding is from the 2017 Bond Program.

March 18, 2021

21-131

AWARD CONTRACT FOR MACHINING EQUIPMENT AT
THE COLUMBIA COUNTY CENTER OMIC TRAINING
CENTER

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 purchase and install new machining equipment in the building.

On February 5, 2021 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 fifteen (15) 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 March 9, 2021 the College received three (3) proposals none of which were from a firm registered with Oregon COBID.

The ITB was broken into eight 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:

- Package 1 Manual Lathes – Northwest Metrology - \$63,000
- Package 2 Drill Press – Ellison Technologies - \$18,730
- Package 3 Manual Mills – Northwest Metrology - \$52,000
- Package 4 Vertical Bandsaw – No bids
- Package 5 Horizontal Bandsaw – Ellison Technologies - \$6,270
- Package 6 Trak Knee Mill – Rosco Precision Machines - \$32,680

- Package 7 CNC Mill – Ellison Technologies - \$261,600
- Package 8 CNC Mill – Ellison Technologies - \$85,629
- Package 9 CNC Lathe – Ellison Technologies - \$114,744

Northwest Metrology is registered with the US Small Business Administration as a Disadvantaged Business Enterprise, Minority Business Enterprise, and Veteran Owned Business Enterprise.

RECOMMENDATION: That the Board of Directors authorize PCC to award the contracts for machining equipment for OMIC to:
Northwest Metrology - \$115,000 Packages 1 & 3
Ellison Technologies - \$486,973 Packages 2,5,7,8,9
Roscoe Precision Machines - \$32,680 Package 6
Funding will be from the 2017 Bond.

March 18, 2021

21-132

AUTHORIZATION TO ISSUE EARLY WORK
AMENDMENT TO PENCE CONSTRUCTION FOR THE
ROCK CREEK CAMPUS BUILDING SEVEN ORGANIC
CHEMISTRY LABS MODERNIZATION PROJECT

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: On October 24, 2019 through BA 20-060 the Board
adopted the finding, granted an exemption, and
authorized the use of the CM/GC alternative contracting
method for the Rock Creek Campus projects.

One of projects that was anticipated as part of this
contract was the modernization and upgrade of the
Organic Chemistry Labs in Building 7.

To enable this work to proceed on schedule there is a
need to execute an Early Work Amendment (EWA) in
advance of the Guaranteed Maximum Price Agreement
(GMP). This EWA is for procurement of equipment and
lab furniture with long lead times.

Pence Construction has provided a proposed EWA in the
amount of \$260,000. P&CC staff have reviewed and
recommend acceptance.

Time is of the essence if work is to be carried out this
summer.

There are no firms registered with the Oregon
Certification Office for Business Inclusion and Diversity
(COBID) for the fume hoods or specialized furniture that
is needed for this portion of the project.

Further Board approval will be requested once the Guaranteed Maximum Price has been established for the total project. This will also include information on COBID certified sub-contractors.

RECOMMENDATION: That the Board of Directors authorize PCC to issue an Early Work Amendment to Pence Construction in the amount of \$286,000 including 10% contingency. Funding is from the 2017 Bond Program.

March 18, 2021

21-133

AUTHORIZATION TO ISSUE EARLY WORK
AMENDMENT TO PENCE CONSTRUCTION FOR THE
ROCK CREEK CAMPUS BUILDING THREE
RENOVATION AND MODERNIZATION PROJECT

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: On October 24, 2019 through BA 20-060 the Board
adopted the finding, granted an exemption, and
authorized the use of the CM/GC alternative contracting
method for the Rock Creek Campus projects.

One of projects that was anticipated as part of this
contract was renovation and modernization work in
Building 3.

To enable this work to proceed on schedule there is a
need to execute an Early Work Amendment (EWA) in
advance of the Guaranteed Maximum Price Agreement
(GMP). This EWA is for procurement of mechanical and
HVAC equipment with long lead times.

Pence Construction has provided a proposed EWA in the
amount of \$256,350. P&CC staff have reviewed and
recommend acceptance.

Time is of the essence if work is to be carried out this
summer.

The subcontractor providing the equipment is an Oregon
registered Women Owned Business Enterprise.

Further Board approval will be requested once the
Guaranteed Maximum Price has been established for the
total project.

RECOMMENDATION: That the Board of Directors authorize PCC to issue an Early Work Amendment to Pence Construction in the amount of \$281.985 including 10% contingency. Funding is from the 2017 Bond Program.

March 18, 2021

21-134

APPLY TO THE STATE BOARD OF EDUCATION FOR
APPROVAL OF THE LESS THAN ONE-YEAR
CERTIFICATE IN ADVANCED WINDOWS NETWORK
SECURITY 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 Less Than One-Year Certificate in
Advanced Windows Network Security is designed to
prepare students for the professions of Computer
Operator and Computer Network Support Specialist. This
28-credit certificate would provide students with
advanced Windows network security skills and builds on
the proposed Network Security-Windows Less Than
One-Year Certificate.

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

March 18, 2021

21-135

APPLY TO THE STATE BOARD OF EDUCATION FOR
APPROVAL OF THE LESS THAN ONE-YEAR
CERTIFICATE IN NETWORK SECURITY - LINUX 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 Less Than One-Year Certificate in
Network Security - Linux is designed to prepare students
for the professions of Computer Operator and Computer
Network Support Specialist. This 20-credit certificate
would provide students with cybersecurity skills
specifically relating to Linux network security.

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

March 18, 2021

21-136

APPLY TO THE STATE BOARD OF EDUCATION FOR
APPROVAL OF THE LESS THAN ONE-YEAR
CERTIFICATE IN NETWORK SECURITY - WINDOWS
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 Less Than One-Year Certificate in
Network Security - Windows is designed to prepare
students for the professions of Computer Operator and
Computer Network Support Specialist. This 16-credit
certificate would provide students with cybersecurity skills
specifically relating to Windows network security.

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

March 18, 2021

21-137

APPLY TO THE STATE BOARD OF EDUCATION FOR
APPROVAL OF THE LESS THAN ONE-YEAR
CERTIFICATE IN SECURE PROGRAMMING 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 Less Than One-Year Certificate in Secure
Programming is designed to prepare students for the
profession of Computer User Support Specialist. This 24-
credit certificate would allow students to gain valuable
skills in cybersecurity around secure software
development.

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

March 18, 2021

21-138

APPLY TO THE STATE BOARD OF EDUCATION FOR
APPROVAL OF THE LESS THAN ONE-YEAR CAREER
PATHWAY CERTIFICATE IN CTE EDUCATOR FOR
PORTLAND COMMUNITY COLLEGE

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

FINANCIAL
RESPONSIBILITY: Christopher Rose, Interim Division Dean, Liberal Arts and Pre-College

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

REPORT: The proposed Less Than One-Year Career Pathway Certificate in CTE Educator is designed to prepare students who wish to work at the secondary level in public schools or at the post-secondary level in Career Technical Education (CTE). This 19-credit certificate would allow those who have a clear pathway to follow towards teaching in a CTE subject area in the K-12 or post-secondary systems. While there is no licensing at the post-secondary level, there are many industry professionals at this level who want and need such coursework to complement their industry expertise and strengthen their teaching skills. Over the last several years, there has been a renewed focus on the recruitment and development of trained CTE teachers both nationally and locally, with a clear recognition that recruitment for CTE professions needs to start earlier at the high school level. CTE teachers provide training in subjects such as medical professions, healthcare, auto repair, engineering, and culinary arts.

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

March 18, 2021

21-139

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

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

FINANCIAL RESPONSIBILITY: Christopher Rose, Interim Division Dean, Liberal Arts and Pre-College

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

REPORT: The proposed Less Than One-Year Certificate in Paraprofessional Educator is designed to prepare students for the profession of Paraprofessional for K-12 education. This 32-credit certificate would prepare future educators more rapidly for a non-certified paraprofessional position in K-12 schools. This certificate helps draw non-traditional students to the teacher pathway, helping ultimately to diversify the teacher workforce in Oregon. Paraprofessional educators often work with the hardest to serve K-12 students. This certificate replaces the current 51-credit Paraeducator One-Year Certificate, thereby allowing students to complete this important coursework in less time.

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

March 18, 2021

21-140

BP 2010 BOARD OF DIRECTORS MEMBERSHIP
(SECOND 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 Membership of the Board.

Below are suggestions for the board to consider for approval by first reading of the Board of Directors (edits represented in red):

Membership of the Board: The Board of Directors of the Portland Community College District consists of seven members. Members are elected to a four-year term at an election held as specified in ORS 255.355(1). Members shall be elected to represent a zone, and they shall be residents of that zone. (ORS 341.326) The zones within the district are to be as nearly equal in population as feasible according to the latest federal census and are adjusted by the Board following the federal census to reflect population changes. (ORS 341.175) **A board member must qualify for office by taking an oath of office.**

No person who is an employee of Portland Community College may serve on the PCC Board. **(ORS 341.275 [2]).**

RECOMMENDATION: That the Board of Directors in accordance with ORS 341.283 and BP 2410 Board Policies, Bylaws and Administrative Procedures approve the second reading of the BP 2716 Board of Directors Political Activity in accordance with ORS 341.275, ORS 341.326. Upon approval by a second reading, the current policy will be retired.

March 18, 2021

21-141

BP 2100 BOARD OF DIRECTORS ELECTIONS
(SECOND 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 Term of Office.

Currently in this section of B202 the policy states:
Term of Office: The term of office of all Board members shall begin on July 1 following the date of their election. Board members shall serve until their successors are elected and qualified. Board members must qualify by taking the oath of office before assuming the duties of office. (ORS 341.326 [4])

Below are suggestions for the board to consider for approval by first reading of the Board of Directors (edits represented in red):

The term of office of each Board of Directors member shall be 4 years, commencing on July 1 following the election. The term of a Board of Directors member expires June 30 following the regular district election at which a successor is elected. Elections shall be held every 2 years, in odd numbered years. Terms of Board of Directors members are staggered so that, as nearly as practical, one-half of the Board of Directors members shall be elected at each Board of Directors member election.

RECOMMENDATION: That the Board of Directors in accordance with ORS 341.283 and BP 2410 Board Policies, Bylaws and Administrative Procedures approve the second reading of the BP 2100 Board of Directors Elections in accordance with ORS 341.326, ORS 341.327, ORS 255.335. Upon approval by a second reading, the current policy will be retired.

March 18, 2021

21-142

BP 2435 EVALUATION OF THE PRESIDENT (SECOND
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
an adoption of a new policy is being recommended.

The Board of Directors shall conduct an evaluation of the
President at least annually. Such evaluation shall comply
with any requirements set forth in the contract of
employment with the President as well as this policy.

The Board of Directors shall evaluate the President using
an evaluation process the Board of Education and the
President jointly agree to and develop.

The criteria for evaluation shall be based on Board of
Education policy, the President's job description, and
performance goals/objectives developed in accordance
with BP 2430 Delegation of Authority to the President (to
be developed from the OCCA framework)

RECOMMENDATION: That the Board of Directors in accordance with ORS
341.283 and BP 2410 Board Policies, Bylaws and
Administrative Procedures approve the second reading of
the BP 2435 Evaluation of the President.

March 18, 2021

21-143

BP 2710 CONFLICT OF INTEREST (SECOND 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 B209 Conflict of Interest.

Currently in this section of B209 the policy states:
Board members shall adhere to state laws relating to conflict of interest and government ethics. (ORS 244.010 to 244.400) (December 2003)

Below are suggestions for the board to consider for approval by first reading of the Board of Directors (edits represented in red):

Board of Directors members and employees shall adhere to state laws relating to financial conflict of interest and government ethics. Board of Directors members shall declare actual and potential conflict of interest on the record prior to taking any action when an actual or potential conflict of interest exists.

Board of Directors members are encouraged to seek counsel from the college's legal advisor or the Oregon Government Ethics Commission in every case where any question arises.

RECOMMENDATION: That the Board of Directors in accordance with ORS 341.283 and BP 2410 Board Policies, Bylaws and Administrative Procedures approve the second reading of the BP 2010 Board of Directors Membership in accordance with 244.010 to ORS 244.047. Upon approval by a second reading next month, the current policy will be retired. (NWCCU Standards 2.D.3)

March 18, 2021

21-144

BP 2716 BOARD OF DIRECTORS POLITICAL ACTIVITY
(SECOND 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 Board Position on Legislative Matters.

Currently in this section of B202 the policy states:
Board Position on Legislative Matters

The Board shall refrain from taking any position either for or against any local, state or national legislative concern unless that concern is of special interest to the welfare of the college. The Board shall consider and adopt legislative priorities prior to each regular session of the Legislature.

Below are suggestions for the board to consider for approval by first reading of the Board of Directors (edits represented in red):

Members of the Board of Education and employees shall not use the college's funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure, initiative petition or candidate, including, but not limited to, any candidate for election to the Board of Education.

The Board shall refrain from taking any position either for or against any local, state or national **issue or** legislative concern unless that concern is of special interest to the welfare of the college. The Board shall consider and adopt legislative priorities prior to each regular session of the Legislature.

The Board of Education may, by resolution, express the

Board of Education position on ballot measures.

RECOMMENDATION: That the Board of Directors in accordance with ORS 341.283 and BP 2410 Board Policies, Bylaws and Administrative Procedures approve the second reading of the BP 2716 Board of Directors Political Activity in accordance with ORS 260.432. Upon approval by a second reading, the current policy will be retired.

March 18, 2021

21-145

BP 2740 BOARD MEMBER EDUCATION (SECOND
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
an adoption of a new policy is being recommended.

The Board of Education is committed to its ongoing
development as a Board of Education and to a Board of
Education member education program that includes new
Board of Education member orientation.

To that end, the Board of Education will engage in study
sessions, provide access to reading materials, and support
conference attendance and other activities that foster
Board of Education member education.

RECOMMENDATION: That the Board of Directors in accordance with BP 2410
Board Policies, Bylaws and Administrative Procedures
approve the second reading of the BP 2740 Board Member
Education.

March 18, 2021

21-146

APPROVE NEW TRANSPORTATION BENEFIT FOR
EMPLOYEES ASSIGNED TO WORK AT VANPORT
BUILDING BEGINNING MARCH 20, 2021

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

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

REPORT: The College, in partnership with the City of Portland, Oregon Health & Sciences University, and Portland State University, is moving its dental clinic from the Sylvania Campus to the Vanport location at Southwest Fourth and Montgomery beginning Winter Term 2020. Currently there are 11 full-time faculty, 12 part-time faculty and 3 Classified staff assigned to work at Vanport. The building is conveniently located for mass transit alternatives. To facilitate staff commutes, the College recommends providing College-paid Hop Fastpass transit passes and subsidy tailored after what is provided to employees working at the Downtown Center. The College-paid transit pass and subsidy are new employee benefits that require the PCC Board of Directors' approval.

RECOMMENDATION: That the Board of Directors approve the new transportation benefit for employees working at the Vanport location as follows:

Full-time faculty and full-time and part-time Academic Professional, Classified, Confidential and Management employees hired on or prior to August 21, 2021 will be provided a College paid monthly Hop Fastpass (or CTRAN for employees who live in Vancouver, WA). New full-time faculty and full-time and part-time Academic Professional, Classified, Confidential and Management employees hired to work at Vanport after August 21, 2021 or existing employees who transfer to Vanport after that date, will be provided a 50% subsidy toward a monthly Hop Fastpass.

Part-time faculty hired on or prior to August 21, 2021, will be provided a Hop Fastpass loaded with \$5/day for each day the employee is scheduled to work or the monthly Hop Fastpass whichever is less.

March 18, 2021

21-147

EMPLOYEE CONNECTIVITY STIPEND

PREPARED BY: Michael Northover, Chief Information Officer, Information Technology
Lisa Bledsoe, Associate Vice President, Human Resources

APPROVED BY: Eric Blumenthal, Vice President, Finance and Administration
Sylvia Kelley, Executive Vice President
Mark Mitsui, President

REPORT: During this extraordinary time while College operations remain primarily remote, it is critical that employees working from home have the technology services they need to effectively carry out the work the College. Therefore, the College recommends allowing a one- time stipend payment of \$800 to eligible employees to pay for costs incurred on or after December 27, 2020 that are associated with an upgrade to existing Internet provider service or new Internet provider service.

Any faculty or staff member that attests that the stipend is critical to ensure continuity of their work is eligible to receive it. The following are examples that would demonstrate eligibility.

- Students are being directly impacted (e.g. in classroom settings, financial aid, advising, student services, resource centers, etc.)
- Faculty cannot adequately present their materials in a classroom setting.
- Essential administrative work is disrupted (e.g. payroll, schedule entry, etc.)
- Technology or facilities remote support for critical functions and services.

Temporary delays or interruptions to non-time-sensitive or non-critical work will not qualify.

The stipend will be funded through CRRSAA/CARES II dollars.

RECOMMENDATION: That the Board approve payment of a technology stipend as follows:

That a one-time \$800 stipend be allowed for costs incurred on or after December 27, 2020 that are associated with an upgrade to existing Internet provider service or new Internet provider service;

That the stipend be available to employees who have already incurred such costs, as well for future costs;

That the stipend be paid on a post-tax basis; and

That, in order to receive the stipend, employees must attest in writing that the stipend is critical to ensure continuity of their work.

Board of Directors Goals 2019-2020

Diversity, Equity and Inclusion

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

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

Equitable Student Success

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

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

.....

Mission Fulfillment

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

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

.....

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.