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PORTLAND COMMUNITY COLLEGE BOARD OF DIRECTORS

# Business Meeting

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— May 20, 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

May 20, 2021

AGENDA

Meeting links are posted [here](#).

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

3:00 PM      **Multnomah County Tax Supervising and Conservation Commission (TSCC)**

4:30 PM      **Executive Session**

In accordance with ORS 192.660 (2), (a) employment of a public official, (d) labor negotiations, (e) real property, (h) litigation, and (i) evaluation of the CEO

Media Requests to join the Executive Session can be emailed ([boardmember@pcc.edu](mailto:boardmember@pcc.edu), please use MEDIA REQUEST in the subject line) or phoned in (971.722.4365) by 3:00 pm of the meeting date.

5:30 PM      **BREAK**

5:45 PM      **Work Session**

- Chair Updates—Mohamed Alyajouri (10 minutes)
  - [Strategic Calendar/2021-2022 Board Schedule](#)
  - Board Audit Committee
  - Election Update
- Policy Review—Mark Mitsui and Tiffani Penson (50 minutes)
  - [BP 2356 Governance Standard and Censure Policy](#)
  - Consent Agenda Policy

6:45 PM      **BREAK**

7:00 PM      **Call to Order**

- Land Acknowledgment: Dan Saltzman, Zone 5
- Approval of Agenda—May 20, 2021
- Approval of Minutes—April 15, 2021

7:05 PM      **Recognition**

- All Oregon Academic Team

7:15 PM

## Information Sessions PRESIDENT'S UPDATES

- COVID-19 Update
- Federal Testimony
- Service Awards
- Retiree Thank You
- Announcements

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

- DEI: [Respectful Workplace](#)—Amy James Neel (15 minutes)
- [Oregon Community College Association](#)—Cam Preus (10 minutes)
- Planning and Capital Construction: [IT/Safety/Security Update](#)—Linda Degman (Q&A: 5 minutes)

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

- [Educational Advisory Committee](#)—Katy Ho, Josephine Pino (Q&A: 5 minutes)

8:15 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.

8:25 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>
21-159 Approval of Personnel Actions— May 20, 2021.....	833
<b>Academic Professional Appointments:</b>	
Stephanie Allen, Online Development Facilitator, Academic Affairs (Non-General Fund Temporary)	
Robert Tabb, Environmental, Health and Occupational Safety Specialist II, Finance and Administration	
<b>Administrative Appointments:</b>	
Crystal Froembling, Donor Engagement Manager, PCC Foundation (Temporary)	
Timothy Horn, Information Technology Manager, Enterprise Resource Planning, Information Technology (Temporary)	
Kanna Hudson, Project Manager I, Grants Office, Office of the Executive Vice President (Part-Time / Temporary)	

## RETIREES

21-160	Commendation of Retiring Employee – Lois Jurhs (30 years) .....	835
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## BIDS AND CONTRACTS

21-161	Approval of Contract for B2GNOW Procurement Diversity Management Software.....	836
21-162	Approve GMP for Construction Manager/General Contractor (CM/GC) for Cascade Campus Public Safety Building & Public Service Education Building .....	837
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21-164	Authorization to Issue Guaranteed Maximum Price to Pence Construction for the Rock Creek Campus Building Three Renovation and Modernization Project .....	842
21-165	Authorization to Increase Guaranteed Maximum Price to Robert Evans Construction Company for the Rock Creek Campus Dealer Services Technology Building .....	844
21-166	Approve Contract Increase for Geotechnical Services for the Sylvania Campus HT Building and Related Projects .....	846
21-167	Increase Contract for Construction Manager/General Contractor (CM/GC) for Portland Metropolitan Workforce Training Center (PMWTC) .....	848
21-168	Increase Early Work Amendment's for CM/GC Services for Sylvania Campus HT Project.....	850
21-169	Authorization to Issue Guaranteed Maximum Price to Pence Construction for the Rock Creek Campus Building Seven Organic Chemistry Labs Modernization Project .....	852
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## BOARD

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21-178	BP 2725 Board Member Compensation (First Reading) .....	866

8:30 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.

8:40 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

9:00 PM

### **Adjournment**

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May 20, 2021

21-159

## APPROVAL OF PERSONNEL ACTIONS

PREPARED BY: The Human Resources Department Staff

APPROVED BY: Mark Mitsui, President

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

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

Academic Professional Appointment (Non-General Fund Temporary)– Stephanie Allen

## Online Development Facilitator

## Academic Affairs

Annual Salary: \$59,504                      Grade: 5                      Step: 3

Effective: March 29, 2021 to December 28, 2021

Applicant Flow: Article 3.64 Recruitment

### Academic Professional Appointment– Robert Tabb

Environmental, Health and Occupational Safety Specialist II

## Finance and Administration

Annual Salary: \$61,948                      Grade: 4                      Step: 6

Effective: March 30, 2021

Applicant Flow:

Gender

## Ethnicity

9 Female

0 American Indian or Alaska Native

14 Male

### 3 Asian

1 Not Disclosed

4 Black or African American

### 3 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

3 Not Disclosed

## 0 Two or More Selections

11 White

24 Total

### Administrative Appointment (Temporary)– Crystal Froembling

## Donor Engagement Manager

PCC Foundation

Annual Salary: \$92,220                      Grade: K

Effective: March 21, 2021 to January 20, 2022

Applicant Flow: Direct Appointment

Administrative Appointment (Temporary)– Timothy Horn

Information Technology Manager, Enterprise Resource Planning

Information Technology

Annual Salary: \$100,000  
Effective: April 12, 2021

Grade: L

Applicant Flow:

Gender		Ethnicity	
12	Female	1	American Indian or Alaska Native
63	Male	12	Asian
9	Not Disclosed	7	Black or African American
		1	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		14	Not Disclosed
		3	Two or More Selections
		46	White
		84	Total

Administrative Appointment (Part-Time / Temporary)– Kanna Hudson

Project Manager I

Grants Office, Office of the Executive Vice President

Annual Salary: \$65,800 @ 0.55 FTE Grade: J

Effective: March 1, 2021 to June 30, 2021

Applicant Flow: Direct Appointment

**ETHNIC AND GENDER DESCRIPTION OF STAFF  
PROPOSED TO BE HIRED IN THE MAY 20, 2021 PERSONNEL REPORT**

Female	3
Male	2
Not Disclosed	0
	<hr/> 5

American Indian/Alaskan Native	0
Asian	0
Black or African American	2
Hispanic/Latino	0
Native Hawaiian/Pacific Islander	0
Not Disclosed	2
Two or More Selections	0
White	1
	<hr/> 5



May 20, 2021

21-160

COMMENDATION OF RETIRING EMPLOYEE –  
LOIS JURHS

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Lois Jurhs has performed faithfully in her duties as part-time OSS 2, IST 2 and IAA 2 for Portland Community College since December 16, 1991. She retires effective March 31, 2021.

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

May 20, 2021

21-161

APPROVAL OF CONTRACT FOR B2GNOW  
PROCUREMENT DIVERSITY MANAGEMENT SOFTWARE

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: PCC seeks to maximize supplier diversity in College expenditures. As part of this program Planning & Capital Construction identified the need for a robust procurement diversity management software.

P&CC staff consulted with other public agencies and determined that the B2Gnow software platform would best meet our needs. The software allows the tracking of spending with COBID firms through all tiers of a construction projects, enables a single point of contact for bidding opportunities for P&CC projects, enables target outreach of bidding opportunities, and allows disaggregated reporting. P&CC will partner with Purchasing and Contract Services to maximize the benefit to the College. This system is used by many local public agencies including the City of Portland, Portland Public Schools, and Metro.

To enable the College to determine if this solution is the optimum one for the whole institution P&CC will pilot use of B2GNOW for a period of three years. Procurements related to pilot programs are sole-source as allowed by ORS 279B.075.

It is anticipated the cost for three years, including implementation costs, will be \$161,037.

RECOMMENDATION: That the Board of Directors approve the purchase of B2GNOW software for \$161,307 plus a 10% contingency for a total of \$177,171. Funding is from the 2017 Bond Program.

May 20, 2021

21-162

APPROVE GMP FOR CONSTRUCTION  
MANAGER/GENERAL CONTRACTOR (CM/GC) FOR  
CASCADE CAMPUS PUBLIC SAFETY BUILDING &  
PUBLIC SERVICE EDUCATION 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 included the replacement of the existing Campus Public Safety Building (PSB) on the Cascade Campus. The existing building is a converted dental office that does not meet the departments needs and is unsuitable for renovation. The project involves demolition of the existing building and construction of a new purpose-built facility. The 2017 Bond also included funding to create medical simulation labs. The College has determined that the Public Services Education Building (PSEB) at Cascade is the most appropriate location for these labs.

On May 21, 2020, through BA 20-152 the Board adopted the finding, granted an exemption, and authorized the use of the CM/GC alternative contracting method for the Cascade Campus PSEB/PSB project.

On September 28, 2020, the Request for Proposals (RFP) was advertised in the Daily Journal of Commerce, State of Oregon (ORPIN), and the Portland Observer. P&CC staff notified directly notified COBID certified general contractors of the opportunity. A total of thirty-five (35) contractors registered and received a copy of the RFP document. Of these five (5) were a COBID registered firm.

At the proposal closing time of 2:00 PM October 23, the College received nine (9) proposals none of which were from an Oregon COBID registered firm although one (1) proposal was from a federally registered Service-Disabled

Veteran Business. The contractor proposals were evaluated based on experience, overall project and schedule, subcontracting plan, social responsibility approach and fee structure.

After review the seven (7) highest scoring proposers were invited for interview. A second interview was conducted with the two (2) highest scoring proposers after the first interview

After the interview process the proposal score and interview were combined and a pre-construction contract was entered into with the highest scoring firm O'Neill Walsh Community Builders (OWCB). Although OWCB are not a COBID registered firm one of the partners, O'Neill Construction Group, is registered in Oregon as a DBE & MBE firm.

OWCB have now submitted the Guaranteed Maximum Price for the first phase of the project which is creation of Medical Simulation Labs in the Public Safety Education Building. The GMP is \$1,193,042 and includes pre-construction services. P&CC staff have reviewed and recommend acceptance.

OWCB Construction have competitively bid the sub-contracts and awarded to the responsible proposers whose proposal is determined to be the most advantageous to the College.

The contract requires OWCB to make good faith efforts to achieve PCC goals for COBID participation, use of apprentices, and workforce diversity.

The proposed GMP has the following projections for these.

COBID – Target 20%

At this point OWCB are projecting that 28.7% of the GMP will go to MWESBSDV firms. The current breakdown is shown below.

<b>Certification</b>	<b>Amount</b>
Women Owned Business	\$364,868
Minority Owned Business	\$178,700
Emerging Small Business	\$12,000

Apprenticeship Hours – Target 20%

Workforce Diversity – Target 20% Minority, 15% Women,

P&CC staff will engage with OWCB Construction to ensure progress is made to meeting all PCC goals.

RECOMMENDATION: That the Board of Directors approve the Guaranteed Maximum Price presented by OWCB in the amount of \$1,193,042 plus 10% contingency for a total of \$1,312,346. Funding is from the 2017 Bond Program.

May 20, 2021

21-163

INCREASE CONTRACT AMOUNT FOR PLANNING AND  
PROGRAMMING SERVICES FOR THE SYLVANIA  
CAMPUS ARCHITECTURAL AND DESIGN SERVICES

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 November 16, 2017, BA 18-066 authorized the College to enter into a contract with Hacker Architects for architectural and design services at the Sylvania Campus. The scope of work includes a complete modernization and renovation of the HT Building, a comprehensive site improvement, safety and security, maintenance, and information technology upgrades.

On December 13, 2018, BA 19-051 approved the expenditure of \$616,855 for planning and programming services. On September 19, 2019, BA 20-039 increased the approved expenditures to \$4,255,875 to cover design development. On November 19, 2020 BA 21-073 increased the approved expenditures to \$9,976,586 to cover construction documents, construction administration, and close out services.

Authorization is now needed to proceed with the schematic design services on Phase 2 of the project which will address the West side of the HT Building. Also included in this increase are changes to the work that have become apparent as the project continues. Phase 1 of the project will be complete in Spring 2023.

The increased fee is \$1,759,961 for a revised budget for design services to \$11,736,547 including a 10% contingency.

Hacker currently has 20.6% COBID participation and continue to partner with P&CC to increase that number. The breakdown by classification is;

<b>Certification</b>	<b>Amount</b>
Disadvantaged Business Enterprise	\$610,400
Emerging Small Business	\$1,019,135
Minority Owned Business	\$732,550
Service Disabled Veteran Owned Business	\$139,799
Women Owned Business	\$614,064

Firms with multiple certifications are shown in each applicable category.

**RECOMMENDATION:** That the Board of Directors authorize PCC to approve and execute amendments to the contract with Hacker Architects in the amount of \$1,759,961 for a total up to \$11,736,547 including a 10% contingency. Funding will be from 2017 Bond funds.

May 20, 2021

21-164

AUTHORIZATION TO ISSUE GUARANTEED MAXIMUM  
PRICE 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.

On March 18, 2021, through BA 21-133 the Board  
approved an Early Work Amendment for up to \$281,985  
to allow for procurement of equipment with a long lead  
time.

Pence Construction have now submitted the Guaranteed  
Maximum Price for the total project. The GMP is  
\$2,104,888 and incorporates the Early Work  
Amendment. P&CC staff have reviewed and recommend  
acceptance.

Pence Construction have competitively bid the sub-  
contracts and awarded to the responsible proposers  
whose proposal is determined to be the most  
advantageous to the College.

The contract requires Pence Construction to make good  
faith efforts to achieve PCC goals for COBID  
participation, use of apprentices, and workforce diversity.



The proposed GMP has the following projections;

COBID – Target 20%

Pence Construction is projecting that \$1,310,086 of the GMP will go to COBID firms representing 62.2% of the value. The breakdown is shown below.

<b>Certification</b>	<b>Amount</b>
Women Owned Enterprise	\$1,219,049
Emerging Small Business	\$99,737
Minority Business Enterprise	\$105,703

Some firms have multiple certifications and are shown in each.

Apprenticeship Hours – Target 20%

Workforce Diversity – Target 20% Minority, 15% Women,

P&CC staff will engage with Pence Construction to ensure progress is made to meeting all PCC goals

**RECOMMENDATION:** That the Board of Directors approve the Guaranteed Maximum Price presented by Pence Construction in the amount of \$2,104,888 plus 10% contingency for a total of \$2,315,377. Funding is from the 2017 Bond Program.

May 20, 2021

21-165

AUTHORIZATION TO INCREASE GUARANTEED  
MAXIMUM PRICE TO ROBERT EVANS  
CONSTRUCTION COMPANY FOR THE ROCK CREEK  
CAMPUS DEALER SERVICES TECHNOLOGY  
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: On January 17, 2019, through BA 19-066 the Board approved awarding a contract for Progressive Design Build Services for the Dealer Services Technology Building to the Robert Evans Company for a not to exceed amount of \$89,468. This fee covered pre-construction services on the project.

On July 16, through BA 21-007, the Board approved entering into an Early Work Amendment with the Robert Evans Company for \$480,220 to allow materials to be ordered for the project.

On October 15, 2020, through BA 21-054, the Board approved entering into a Guaranteed Maximum Price of up to \$6,754,945 with the Robert Evans Company.

The College has subsequently amended the project scope to include adding equipment to support the construction of further buildings on the West side of the Rock Creek Campus and to include departmentally funded equipment and fixtures that would not otherwise have been included.

The increase in the GMP required to cover the additional costs is \$577,174 including a 10% contingency for a new GMP of \$7,332,119

At this point Robert Evans are projecting that 21.4% of the GMP will go to MWESBSDV firms. The breakdown is shown below.

<b>Certification</b>	<b>Amount</b>
Women Owned Business	\$1,005,936
Emerging Small Business	\$119,827
Minority Owned Business	\$302,157
Disadvantaged Business Enterprise	\$70,853

Apprenticeship Hours – Target 20%

Workforce Diversity – Target 20% Minority, 15% Women,

P&CC staff will engage with Robert Evans to ensure progress is made to meeting all PCC goals

**RECOMMENDATION:** That the Board of Directors approve the amended Guaranteed Maximum Price presented by the Robert Evans Company in the amount of \$7,332,119. Funding is from the 2017 Bond Program and the General Fund.

May 20, 2021

21-166

APPROVE CONTRACT INCREASE FOR GEOTECHNICAL  
SERVICES FOR THE SYLVANIA CAMPUS HT BUILDING  
AND RELATED PROJECTS

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 2017 Bond Program the College is underway with a renovation of the HT Building on the Sylvania Campus. The scope of work includes a complete modernization and renovation of the HT Building, renovation and adaption of swing spaces, a comprehensive site improvement, safety and security, maintenance, and information technology upgrades.

In September 2019 the College identified a need for Geotechnical services for this project. College procurement rules allow the direct award of Architectural/Engineering and Related Services contracts with an expected value of up to \$100,000. At that time the expected cost of these services would not need exceed \$100,000 the contract was awarded to Central Geotechnical Services.

Since that award the need for these services has grown and the current contract value is \$149,571. Considering future contract amendments, the College now expects this contract to reach \$200,000. College procurement rules allow for this type of contract to cross procurement thresholds without the need to rebid.

Authorization is requested to enter into contract amendments with Central Geotechnical Services up to a maximum of \$200,000.

Central Geotechnical Services are registered as both an Emerging Small Business and a Service-Disabled Veterans Business Enterprise with the Oregon Certification Office for Business Inclusion and Diversity.

**RECOMMENDATION:** That the Board of Directors authorize PCC to approve and execute amendments to the contract with Central Geotechnical Services for up to \$200,000. Funding will be from 2017 Bond funds.

May 20, 2021

21-167

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 BA 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.

At its meeting on January 21, 2021, the board approved BA 21-094 to increase the preconstruction fee to \$449,444 to reflect bringing sub-contractors into the process at an earlier stage than planned. This is due to the design decision that the building should be constructed from mass timber. Subsequently the board approved BA 21-113 at the March 4, 2021, to increase the preconstruction fee to \$879,388

As design has continued a need for further subcontractors to be brought on early has been identified. 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 estimate and recommend acceptance.

There is a need for an increased preconstruction fee of \$493,358 with a revised cost for preconstruction services of \$1,372,746. Once the design phase is completed, 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 for \$493,358 with a total new fee of \$1,372,746 plus a 10% contingency for a total of \$1,510,021. Funding will be from the 2017 Bond.

May 20, 2021

21-168

INCREASE EARLY WORK AMENDMENT'S FOR CM/GC  
SERVICES FOR SYLVANIA CAMPUS HT 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 September 20, 2018, per Board Resolution BA19-028, the Board of Directors authorized the College to enter into a contract with Lease Crutcher Lewis for a not to exceed fee of \$200,000 to provide preconstruction services for the Sylvania Campus HT Building renovation and associated projects.

On July 16, 2020, BA 21-008 approved the expenditure of \$12,515,376 for swing space projects associated with the HT renovation. This includes the permanent relocation of Biology to the ST building.

Authorization is now needed to increase the expenditures on swing space projects and to approve early demolition work starting in the HT Building.

For the swing space projects an increase of \$3,916,576 is requested. Early work in the HT Building is expected to be \$1,931,766. The total additional request is \$5,848,342. These additions will bring the current authorized amount to \$18,363,718. P&CC expect to bring the HT GMP to the July 2021 Board meeting.

Lease Crutcher Lewis has met or exceeded PCC expectations for use of business enterprises registered with the Oregon Certification Office for Business Inclusion and Diversity on all work to date and expect to continue going so. They are working with PCC to meet workforce diversity and apprenticeship goals. When the GMP is brought to the Board P&CC will provide a detailed report of participation up to that point and planned participation in the main HT project.



RECOMMENDATION: That the Board of Directors authorize PCC to approve and execute amendments to the contract with Lease Crutcher Lewis for up to \$18,363,718 plus a 10% contingency for a total of \$20,200,090. Funding will be from 2017 Bond funds.

May 20, 2021

21-169

AUTHORIZATION TO ISSUE GUARANTEED MAXIMUM  
PRICE 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.

On March 18, 2021, through BA 21-132 the Board  
approved an Early Work Amendment for up to \$286,000  
to allow for procurement of equipment with a long lead  
time.

Pence Construction have now submitted the Guaranteed  
Maximum Price for the total project. The GMP is  
\$1,024,749 and replaces the Early Work Amendment.  
P&CC staff have reviewed and recommend acceptance.

Pence Construction have competitively bid the sub-  
contracts and awarded to the responsible proposers  
whose proposal is determined to be the most  
advantageous to the College.

The contract requires Pence Construction to make good  
faith efforts to achieve PCC goals for COBID  
participation, use of apprentices, and workforce diversity.

The proposed GMP has the following projections;

COBID – Target 20%

Pence Construction are projecting that \$469,104 of the GMP will go to COBID firms representing 45.8% of the value. The breakdown is shown below.

<b>Certification</b>	<b>Amount</b>
Women Owned Enterprise	\$420,075
Emerging Small Business	\$31,170
Minority Business Enterprise	\$24,159
Disadvantaged Business Enterprise	\$24,159

Some firms have multiple certifications and are shown in each.

Apprenticeship Hours – Target 20%

Workforce Diversity – Target 20% Minority, 15% Women,

P&CC staff will engage with Pence Construction to ensure progress is made to meeting all PCC goals

**RECOMMENDATION:** That the Board of Directors approve the Guaranteed Maximum Price presented by Pence Construction in the amount of \$1,024,749 plus 10% contingency for a total of \$1,127,224. Funding is from the 2017 Bond Program

May 20, 2021

21-170

AWARD CONTRACT FOR FLIGHT TRAINING

PREPARED BY: Michael Mathews, Purchasing Manager, Financial Services

FINANCIAL RESPONSIBILITY: Karen Paez, Associate Vice President, Academic and Career Pathways

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

REPORT: Portland Community College (PCC) is seeking a Flight Training Provider for its Aviation Science Professional Pilot program, for both airplane and helicopter. The Aviation Science Department offers Associate of Applied Science degrees for students seeking to be employed as professional pilots. There are airplane and helicopter options. Along with aviation academic and general education courses, the degree includes the flight training necessary to attain FAA Commercial Pilot and Flight Instructor certificates with Instrument ratings. Students study aviation academics and general education at PCC's Rock Creek campus as well as online through PCC's distance learning program. For accreditation and practical money-transfer reasons, all flight training must be accomplished through a contracted flight-training partner.

On February 24, 2021, a Request for Proposal (RFP) was issued, and advertised in the Daily Journal of Commerce, the State of Oregon Procurement Information Network (ORPIN). Procurement staff notified the four firms known to provide these services. 21 Firms registered to download the RFP documents. The Proposals were due March 25, 2021 at 2:00PM. The college received two (2) proposals.

The proposals were scored by the evaluation committee in a fair and open process in accordance with the method and weighting as indicated in the RFP. The responsible and responsive proposer, which presented the most advantageous offer to the College, was determined to be

Hillsboro Aero Academy.

No COBID certified firms identified as providing Flight Training.

**RECOMMENDATION:** That the Board of Directors authorize the College to enter into a contract with Hillsboro Aero Academy. The contract will be in effect for three (3) academic years, commencing on or about July 1, 2021 and end on June 30, 2024. The contract will also have an option for annual renewal for an additional two (2) years, through April, 2026 (not to exceed 5 years).

No College funds are expended for the resultant contract. Costs are paid directly by students enrolled in the program.

May 20, 2021

21-171

AWARD CONTRACT FOR SECURITY OPERATIONS  
CENTER AS A SERVICE

PREPARED BY: Michael Mathews, Purchasing Manager, Financial Services

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

APPROVED BY: Mark Mitsui, President

REPORT: PCC requires contracted services for Managed Security Services Providers (MSSP)/Managed Detection and Response (MDR) Service Providers for constant year-round 24x7 security monitoring and advanced security detection capabilities.

On August 14, 2020, a Request for Proposal (RFP) was issued, and advertised in the Daily Journal of Commerce, the State of Oregon Procurement Information Network (ORPIN). Procurement staff notified Nine (9) firms known to provide these services. Eighty (80) Firms registered to download the RFP documents. The Proposals were due, September 24, 2020 at 2:00PM. The college received seven (7) proposals 2 were deemed to be non-responsive.

No COBID certified firms were identified as providing Security Operations Center as a Service.

The proposals were scored by the evaluation committee in a fair and open process in accordance with the method and weighting as indicated in the RFP. The responsible and responsive proposer, which presented the most advantageous offer to the College, was determined to be CDW-G.

The initial term of the contract will be for one year, commencing on or about May 21, 2021 and ending on June 30, 2022. The contract will have an option for annual renewal for an additional four (4) years, through June 30, 2026 (not to exceed 5 years total)

Year 1 Estimate \$480,696.75  
Year 2 Estimate \$365,381.45  
Year 3 Estimate \$365,381.45  
Year 4 Estimate \$365,381.45  
Year 5 Estimate \$365,381.45

Total 5 Year Estimate \$1,942,222.55

RECOMMENDATION: That the Board of Directors authorize the College to enter into a contract with CDW-G. For the anticipated sum over 5 years of \$\$1,942,222.55 from the General Fund.

May 20, 2021

21-172

AWARD CONTRACT FOR TITLE IV STUDENT FILE  
VERIFICATION SERVICES

PREPARED BY: Michael Mathews, Purchasing Manager, Financial Services

FINANCIAL  
RESPONSIBILITY: Peter Goss., Director, Financial Aid and Veterans Services

APPROVED BY: Heather Lang, Vice President, Student Affairs  
Mark Mitsui, President

REPORT: PCC requires contracted services for Title IV verification file review that can deliver an effective, supportive, and federally compliant business process solution. The work requires an integrated document collection/file review/customer service platform and service specific to the verification process.

On January 11, 2021, a Request for Proposal (RFP) was issued, and advertised in the Daily Journal of Commerce, the State of Oregon Procurement Information Network (ORPIN), and was posted to a Financial Aid List Serve. Procurement staff notified one of the firms known to provide these services. 51 Firms registered to download the RFP documents. The Proposals were due February 11, 2021 at 2:00PM. The college received seven (7) proposals.

No COBID certified firms were identified as providing Title IV Student file verification services.

The proposals were scored by the evaluation committee in a fair and open process in accordance with the method and weighting as indicated in the RFP. Two proposers moved forward to the sandbox testing. The responsible and responsive proposer, which presented the most advantageous offer to the College, was determined to be ProEducation Solutions LLC.

The initial term of the contract will be for three (3) academic years, commencing on or about May 21, 2021



and ending on June 30, 2024. The contract will have an option for annual renewal for an additional two (2) years, through June 30, 2026 (not to exceed 5 years)

**RECOMMENDATION:** That the Board of Directors authorize the College to enter into a contract with ProEducation Solutions LLC. It is anticipated the cost for 5 year contract \$365,675.00 from the General Fund.

May 20, 2021

21-173

APPOINTMENT OF CITIZEN MEMBER TO THE BOARD  
AUDIT COMMITTEE

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

APPROVED BY: Eric Blumenthal, Vice President, Finance and Administration  
Mark Mitsui, President  
Mohamed Alyajouri, Chair, Board of Directors

REPORT: The Board established an Audit Committee of the Board and approved its charter by Resolution 10-065. The charter was subsequently revised by Resolution 16-032 in September 2015 and further revised by Resolution 20-043 in September 2019. The latest charter revision calls for a minimum of one citizen to serve on the Audit Committee.

The PCC Board approved citizen Annamarie McNeil be appointed as Audit Committee member by Resolution 18-059. The term of membership is four years. Members may serve two consecutive terms.

RECOMMENDATION: That Annamarie McNeil be appointed to a second consecutive term of four years as a community member of the Board Audit Committee in accordance with the Audit Committee Charter.

May 20, 2021

21-174

BP 2320 SPECIAL AND EMERGENCY MEETINGS

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

APPROVED BY: Mark Mitsui, President

REPORT: With adoption of resolution 19-069 on January 17, 2019 the board approved a policy framework provided by OCCA. The board appointed two board members to a work group to begin updating PCC Board Policy.

After review, the work group is proposing adoption of the following:

BP 2320 Special and Emergency Meetings

Special meetings may, from time to time, be called as permitted by state law. Special meetings shall be convened by order of the chairperson of the board or upon the request of four board members at least 24 hours before such meeting is to be held, or by common consent of the board members. Notice of any special meeting shall be given to the members pursuant to bylaws of the board.

Emergency meetings may be called by the Chair of the Board of Directors when prompt action is needed because of actual or threatened disruption of public facilities.

RECOMMENDATION: That the board approve BP 2320 in accordance with ORS 192.640, ORS 341.283. Upon approval, Policy B202- Special Meetings will be sunset.

May 20, 2021

21-175

BP 2345 PUBLIC PARTICIPATION AT BOARD OF  
DIRECTORS MEETINGS

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

APPROVED BY: Mark Mitsui, President

REPORT: With adoption of resolution 19-069 on January 17, 2019 the board approved a policy framework provided by OCCA. The board appointed two board members to a work group to begin updating PCC Board Policy.

After review, the work group is proposing adoption of the following:

BP 2345 Public Participation at Board of Directors  
Meetings

There will be a time at each regularly scheduled Board of Directors meeting for the general public to address the Board of Directors regarding items not on the agenda.

Members of the public also may submit written communications to the Board of Directors on items on the agenda or speak to agenda items at the Board of Directors meeting. Written communication regarding items on the Board of Director's agenda should reach the office of the President not later than two (2) days prior to the meeting at which the matter concerned is to be before the Board of Directors. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

Claims for damages are not considered communications to the Board of Directors under this rule, but shall be submitted to the Office of the Executive Vice President.

RECOMMENDATION: That the board approve BP 2320 in accordance with ORS 192.630. Upon approval, Policy B202- Citizen Communications with the Board will be sunset.

May 20, 2021

21-176

BP 2350 SPEAKERS

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

APPROVED BY: Mark Mitsui, President

REPORT: With adoption of resolution 19-069 on January 17, 2019 the board approved a policy framework provided by OCCA. The board appointed two board members to a work group to begin updating PCC Board Policy.

After review, the work group is proposing adoption of the following:

BP 2350 Speakers

Persons may speak to the Board of Directors either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board of Directors.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board of Directors are subject to the following:

The Chair of the Board of Directors may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board of Directors or if their remarks are unduly repetitive.

Speakers shall complete a written request to address the Board of Directors at the beginning of the meeting at which they wish to speak.

The request shall include the person's name and name of the organization or group represented, if any, and a

statement noting the agenda item or topic to be addressed.

No member of the public may speak without being recognized by the Chair of the Board of Directors.

Each speaker will be allowed a maximum of three (3) minutes per speaker and/or topic. Thirty (30) minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one Board of Directors meeting. At the discretion of a majority of the Board of Directors these time limits may be extended.

Each speaker coming before the Board of Directors is limited to one presentation per specific agenda item before the Board of Directors, and to one presentation per meeting on non-agenda matters.

Speakers may offer criticisms of district operations and programs that are of concern to them but, in public session, are advised to refrain from personal complaints against school personnel or any person connected with the district. Supporting a collaborative culture of equity, diversity, and inclusion, the Chair is empowered to insure orderly and civil discourse. The Board Secretary will maintain a file of correspondence received from citizens and will ensure that the file is available for Board member review at all times.

In the unusual event of unruly behavior significantly disrupting a meeting, the Board Chair, may adjourn the Board Meeting and reconvene in the same day to continue in a virtual setting where Board members and others may be seen and see others with participants muted until recognized to speak by the Board Chair or the Chair's designee. Alternatively, the adjourned meeting could convene at another day or time as a Special Meeting (in accordance with Special Meeting protocols). In any case, speakers providing public commentary may present their views if they abide by policies noted here and in BP 2345.

**RECOMMENDATION:** That the board approve BP 2320 in accordance with ORS 192.630. Upon approval, Policy B202- Citizen Communications with the Board will be sunset.

May 20, 2021

21-177

BP 2360 MINUTES

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

APPROVED BY: Mark Mitsui, President

REPORT: With adoption of resolution 19-069 on January 17, 2019 the board approved a policy framework provided by OCCA. The board appointed two board members to a work group to begin updating PCC Board Policy.

After review, the work group is proposing adoption of the following:

BP 2360 Minutes

The Board of Directors will assign responsibility for taking minutes of all meetings of the Board of Directors. The minutes shall record all actions of the Board of Directors. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability. The minutes shall record all actions taken by the Board of Directors.

Pursuant to Oregon law, the minutes shall also include at least the following information:

- a) All members of the governing body present;
- b) All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
- c) The results of all votes and, except for public bodies consisting of more than 25 members unless requested by a member of that body, the vote of each member by name;
- d) The substance of any discussion on any matter; and
- e) Subject to ORS 192.311 to 192.478 relating to public records, a reference to any document discussed at the meeting.

RECOMMENDATION: That the board approve BP 2320 in accordance with ORS 192.650. Upon approval, Policy B202- Minutes will be sunset.

May 20, 2021

21-178

BP 2725 BOARD MEMBER COMPENSATION

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

APPROVED BY: Mark Mitsui, President

REPORT: With adoption of resolution 19-069 on January 17, 2019 the board approved a policy framework provided by OCCA. The board appointed two board members to a work group to begin updating PCC Board Policy.

After review, the work group is proposing adoption of the following:

BP 2725 Board Member Compensation

Publicly-elected members of the PCC Board of Directors shall receive no compensation for their services, but they shall be allowed the actual and necessary expenses incurred by them in the performance of their duties.

RECOMMENDATION: That the board approve BP 2725 in accordance with ORS 341.283(6). Upon approval, Policy B202-Reimbursement of Board Members will be sunset.



# 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.