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PORTLAND COMMUNITY COLLEGE BOARD OF DIRECTORS

Business Meeting

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July 15, 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.

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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

July 15, 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), (a) employment of a public official, (d) labor negotiations, (i) evaluation of the CEO and (k) school safety

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.

6:30 PM BREAK

6:45 PM BUSINESS SESSION

Call to Order

- Election of Chair and Vice Chair
 - Election of 2021-2022 Chair and Vice Chair
 - Swear in Chair and Vice Chair
- Swearing In
 - New Board Members:
 - Laurie Cremona Wagner, Zone 1
 - Serin Bussell, Zone 4
 - Dan Saltzman, Zone 5
 - Mohamed Alyajouri, Zone 6
 - Kristi Wilson, Zone 7
 - Student Board Member: Mohasin Biswas Manab
- Approval of Agenda—July 15, 2021
- Approval of Minutes—May 20, 2021 and June 17, 2021
- Land Acknowledgment: Laurie Cremona Wagner, Zone 1

7:20 PM President's Updates

- COVID-19 Update
- Announcements
- Other

7:35 PM Information Sessions

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

- Diversity Equity and Inclusion: Compliance Update: Alex Baldino

ENTERPRISE: Cultivate a long-term sustainable college enterprise

- Legislative End of Session Update: Emma Kallaway

8:05 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.

8:15 PM **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>
22-001	Approval of Personnel Actions– July 15, 2021	001
	Academic Professional Appointments: Tyler Dickson, COVID-19 Health & Safety Compliance Auditor, Finance and Administration (Temporary) Chelsea Kimmett, Events Coordinator, PCC Foundation (Temporary) Shauntel Young, COVID-19 Health & Safety Compliance Auditor, Finance and Administration	
	Administrative Appointments: Pharoah Bolding, Organizational Development Representative, Human Resources Ken Friedrich, Program Dean, Physical Science, Academic Affairs (Temporary) Michael Sturgill, P&CC Technology Project Manager, Bond Program (Temporary) Wesley Williams, Systems Analyst, Information Technology	
	Faculty Appointments: Walter Ghan, Counselor, Counseling Services Emily Somervall, Counselor, Social Work Specialist, Counseling Services	
	<u>RETIREES</u>	
22-002	Commendation of Retiring Employee-- Julie Kopet (27 years).....	005
	<u>BIDS AND CONTRACTS</u>	
22-003	Contract Approval for a Conceptual Study of the Southeast Campus Mt. Tabor Building to Walker Macy	006

22-004	Contract Approval for Renovations to the Sylvania CC Building Roof to the Garland Company Inc.....	008
22-005	Contract Approval for the TAC Honeywell Controller Conversion to Northwest Control Company	010
22-006	Increase Lease Crutcher Lewis Contract Value for Early Work Amendment's for CMGC Services for Sylvania Campus HT Project.....	012

BOARD

22-007	BP 2361 Information Request (Second Reading)	014
22-008	Authorization to Refund Student Transportation Fee for Summer Term 2021	016
22-009	Apply to the Higher Education Coordinating Commission for Approval of the Video Production & Emerging Media AAS Degree for Portland Community College.....	017
22-010	Apply to the Higher Education Coordinating Commission for Approval of the Pre-Trades for Advanced Manufacturing Less Than One-Year Career Pathway Certificate for Portland Community College.....	018
22-011	Authorization Payment for Oregon Community College Annual Membership Dues	019

8:20 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.

8:30 PM

Reports

- Student Update— Mohasin Biswas Manab, 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

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

May 20, 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

EXECUTIVE SESSION

The board met 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.

WORK SESSION

The board met in work session and received updates regarding the Board's strategic calendar, audit committee, election update, and policy.

CALL TO ORDER

Chair Alyajouri called the Business Meeting to order at 7:04 pm.

APPROVAL OF THE AGENDA

The May 20, 2021 agenda was approved as published. Frisbee/Sonnleitner
Alyajouri – Yes Penson – Yes Saltzman - Yes
Díaz Rios - Yes Sonnleitner – Yes
Frisbee - Yes Harper - Yes

RECOGNITION

All Oregon Academic Team
Casey Dudek, Thomas Farrenkopf, Paul Herrera, Lenaya Martin, Heidi Brown, Andrew Clark, Audra Lein, Justin Cory, Brea Nazareno, Jessica Betts

INFORMATION SESSIONS

President's Updates – Mark Mitsui

The COVID Opening Leadership Team (COLT) has approved fifteen additional programs to return to campus during the Summer Term. Fall Term will bring the return of a dozen more programs and the most critical student services to campus. President Mitsui also discussed his federal testimony and College service awards.

DEI: Respectful Workplace – Amy James Neel

Workforce and contracting equity update and implementation of respectful workplace programming. Information about workforce and contracting goals, shifting construction culture, strategies for promoting meaningful change, and internal audit processes for equity and access.

Oregon Community College Association (OCCA) – Cam Preus, OCCA President
The 2020 OCCA Virtual Conference had record breaking attendance. Themes included DEI, Workforce and the New Economy, and Coping in the Time of COVID.

Planning and Capital Construction: 2017 Bond Information Technology and Safety and Security Projects – Linda Degman and Debra Jarcho
Update was given via pre-recorded presentation.

Educational Advisory Committee – Katy Ho, Josephine Pino
Update was given via pre-recorded presentation.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS SESSION

Chair Alyajouri proposed approval of Resolutions 21-159 to 21-178. Sonnleitner/Díaz Rios

Alyajouri – Yes

Penson – Yes

Saltzman – Yes

Díaz Rios – Yes

Sonnleitner – Yes

Frisbee - Yes

Harper - Yes

PUBLIC COMMENT ON NON AGENDA ITEMS

Aubrey Baldwin: Speaking on the open letter from faculty to administration

Davina Ramirez: "Open Letter" sent to Administration

Amy Cakebread: Open letter from the Faculty

REPORTS

PCC Federation of Faculty and Academic Professionals: Frank Goulard, President

A big part of our HECC meeting in June will be about the Community College Support Fund (CCSF) and how that formula will be derived. It will be a good education session for all fourteen commission members. I want to thank those for speaking tonight; it was brave speech. In the COVID Opening Leadership Team, there is one faculty member out of 20. We need their teaching and learning expertise. We need more inclusion in the conversations.

PCC Federation of Classified Employees (AFT Local 3922): Jeff Grider, President

I'm glad to hear the PCC Budget was approved and that the College finances are doing well. Classified employees are below faculty as far as representation. Better outcomes occur when all voices are heard.

District Student Council (DSC) – Riley Turner

Our search phase for student trustee applicants ends tomorrow and we will begin the interview phase. The DSC is in a restructuring process and what we've begun doing conceptually is beginning to materialize in exciting ways. The DSC has sent off our proposal to the general councils for a constitutional convention to take place this

summer as an aspect of our overall restructure. Last week the DSC set two guiding principles; the first is the equity statement already contained in the DSC constitution; the second is the United Cultural Districts list of demands presented in the fall. Last month we received a few different correspondences from students and faculty on behalf of students. Our reopening plan has been a hot topic. Now that we are seeing public education institutions offering full openings in the fall, students are excited about that possibility. I know that is not COLT's plan, but there seems to be a lack of avenues for student input on these issues. I encourage the College to create a pathway for direct student feedback regarding the overall reopening plan.

Board Members:

Director Sonnleitner

OCCA has created a committee for statewide diversity, equity, and inclusion (DEI). I am one of eighteen on that committee. They are quite serious about dramatically improving DEI at the statewide, community college level. We have begun with trainings for ourselves, including on Oregon's racist history.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:58 pm.

Mohamed Alyajouri, Chair

Mark Mitsui, President

Prepared by:

Jeannie Moton, Executive Coordinator

Minutes approved on July 15, 2021.

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

June 17, 2021
Via remote access

BOARD MEETING MINUTES

ATTENDANCE

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

EXECUTIVE SESSION

The board met 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.

PUBLIC BUDGET HEARING

Review of the supplemental budget. No public comment.

WORK SESSION

The board met in work session and received updates on the legislative session, Chair and Vice Chair elections next month, and policy.

CALL TO ORDER

Chair Alyajouri called the Business Meeting to order at 7:01 pm.

APPROVAL OF THE AGENDA

The June 17, 2021 agenda was approved as published. Saltzman/Frisbee
Alyajouri – Yes Frisbee - Yes Sonnleitner – Yes
Díaz Rios - Yes Penson – Yes Saltzman - Yes

APPROVAL OF THE MINUTES

The April 15, 2021 agenda was approved as published. Saltzman/Frisbee
Alyajouri – Yes Frisbee - Yes Sonnleitner – Yes
Díaz Rios - Yes Penson – Yes Saltzman - Yes

RECOGNITION

Community members helped to recognize the outgoing board members.

INFORMATION SESSIONS

President's Updates – Mark Mitsui
A survey sent out to students regarding COVID shows that 44% of respondents prefer to remain online fall quarter. The Foundation received a large estate gift from a former part-time employee. The 12th LEAD (Leadership, Excellence, And Development) Academy Cohort has concluded; the cohort spent six months learning about leadership principles during this historically challenging time. PCC will have a virtual commencement on June 26th and employees have June 18th off in observance of the Juneteenth holiday.

Dual Credit Update – Beth Molenkamp, Frank Smith, Kate DePaolis
Update was given via pre-recorded presentation.

2021-2023 Budget Update – Dina Farrell
The budget for the 2021-2023 biennium, discussed at the April meeting, was presented for official adoption with no changes.

Planning & Capital Construction – Cascade Project Update: Linda Degman, Krista Phillips, Jaime English
Update was given via pre-recorded presentation.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS SESSION

Chair Alyajouri proposed approval of Resolutions 21-180 to 21-210. Frisbee/Saltzman

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

Chair Alyajouri proposed approval of Resolution 21-211. Frisbee/Saltzman

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

Chair Alyajouri proposed approval of Resolution 21-212. Sonnleitner/Frisbee

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

PUBLIC COMMENT ON NON AGENDA ITEMS

Vincent Blanco.....Essential Pay for Custodians

REPORTS

PCC Federation of Faculty and Academic Professionals: Frank Goulard, President
Let's keep our summer students in mind. They need our help and support as much as students in any term. We appreciate the flexibility of the kinds of classes we can offer face to face and online to meet our employees and students where they are.

PCC Federation of Classified Employees (AFT Local 3922): Jeff Grider, President
We are thankful for the federal and state funding that has allowed the College to approve this budget. We continue to work hard on behalf of all employees as we engage in negotiation on wages in the contract reopener.

District Student Council (DSC) – Riley Turner

Our DSC is continuing to work on our restructure with Student Life and Leadership advisors. My final update is to introduce the new Student Director, Mohasin Biswas Manab.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:12 pm.

Mohamed Alyajouri, Chair

Mark Mitsui, President

Prepared by:

Jeannie Moton, Executive Coordinator

Minutes approved on July 15, 2021.

July 15, 2021

22-001

APPROVAL OF PERSONNEL ACTIONS

PREPARED BY: The Human Resources Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Approval of New Hires, New Positions and Change of Position

Strategic Plan Themes addressed:

- Cultivate a Long-term Sustainable College Enterprise
- Transform Our Learning Culture Toward Creating a Sense of Belonging and Well-being for Every Student

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

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

Academic Professional Appointment (Temporary)– Tyler Dickson

COVID-19 Health & Safety Compliance Auditor

Finance and Administration

Annual Salary: \$53,985

Grade: 4

Step: 2

Effective: June 3, 2021 to June 30, 2022

Applicant Flow:

Gender

Ethnicity

10 Female

0 American Indian or Alaska Native

11 Male

2 Asian

1 Not Disclosed

3 Black or African American

2 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

3 Not Disclosed

1 Two or More Selections

11 White

22 Total

Academic Professional Appointment (Temporary)– Chelsea Kimmett

Events Coordinator

PCC Foundation

Annual Salary: \$73,574

Grade: 4

Step: 11

Effective: June 1, 2021 to January 20, 2022

Applicant Flow: Article 3.64 Recruitment

Academic Professional Appointment (Temporary)– **Shauntel Young**

COVID-19 Health & Safety Compliance Auditor

Finance and Administration

Annual Salary: \$55,875

Grade: 4

Step: 3

Effective: June 23, 2021 to June 30, 2022

Applicant Flow:

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

Administrative Appointment– **Pharoah Bolding**

Organizational Development Representative

Human Resources

Annual Salary: \$80,035

Grade: K

Effective: June 7, 2021

Applicant Flow:

Gender		Ethnicity	
36	Female	0	American Indian or Alaska Native
17	Male	3	Asian
1	Not Disclosed	5	Black or African American
		6	Hispanic/Latino
		1	Native Hawaiian or Other Pacific Islander
		5	Not Disclosed
		3	Two or More Selections
		31	White
		<hr/>	
		54	Total

Administrative Appointment (Temporary)– **Ken Friedrich**

Program Dean, Physical Science

Academic Affairs

Annual Salary: \$98,743

Grade: N

Effective: June 21, 2021 to June 20, 2022

Applicant Flow: Direct Appointment

Administrative Appointment (Temporary)– **Michael Sturgill**

P&CC Technology Project Manager

Bond Program

Annual Salary: \$103,667

Grade: L

Effective: June 22, 2021 to June 30, 2022

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

Administrative Appointment– **Wesley Williams**

Systems Analyst

Information Technology

Annual Salary: \$87,500

Grade: J

Step: N/A

Effective: July 19, 2021

Applicant Flow:

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

Faculty Appointment– **Walter Ghant**

Counselor

Counseling Services

Annual Salary: \$61,137

Step: 3

Effective: August 21, 2021

Applicant Flow:

Gender		Ethnicity	
12	Female	0	American Indian or Alaska Native
8	Male	2	Asian
1	Not Disclosed	8	Black or African American
		0	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		1	Not Disclosed
		0	Two or More Selections
		10	White
		21	Total

Faculty Appointment– Emily Somervell

Counselor, Social Work Specialist

Counseling Services

Annual Salary: \$65,179

Step: 5

Effective: August 21, 2021

Applicant Flow:

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

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN THE JULY 15, 2021 PERSONNEL REPORT**

Female	3
Male	5
Not Disclosed	1
	<hr/> 9

American Indian/Alaskan Native	0
Asian	0
Black or African American	3
Hispanic/Latino	0
Native Hawaiian/Pacific Islander	0
Not Disclosed	1
Two or More Selections	0
White	5
	<hr/> 9

July 15, 2021

22-002

COMMENDATION OF RETIRING EMPLOYEE –
JULIE KOPET

PREPARED BY: Michelle Lee, HRIS Specialist, Human Resources

APPROVED BY: Jennifer de Laix, Director, Human Resources
Mark Mitsui, President

REPORT: Julie Kopet has performed faithfully in her duties as ABE Instructor, Director, Workforce Development Program, Division Dean, Dean and Instruction/Student Development, for Portland Community College since July 1, 1994. She retires effective June 30, 2021.

Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student by developing and supporting a culture where all faculty and staff feel regularly acknowledged, inspired, engaged, and supported by each other and the college.

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

July 15, 2021

22-003

CONTRACT APPROVAL FOR A CONCEPTUAL STUDY
OF THE SOUTHEAST CAMPUS MT. TABOR BUILDING
TO WALKER MACY

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: As part of the 2017 Bond Program the College has identified a need for a conceptual study of the future needs at the Southeast Campus including a potential replacement of the Mt. Tabor building. This is part of the planning process for projects for a future bond measure.

This project supports the Strategic Plan by enabling the College to cultivate a long-term sustainable college enterprise and reduce the College's impact on the environment.

At the June 2019 Board Meeting the Board approved BA 19-126 which established a price agreement for Architectural, Engineering, and Landscape Architectural Design Consulting Services.

Planning & Capital Construction requested Walker Macy, one of the firms on this agreement, to provide a proposal for these services. Staff have reviewed the proposal and recommend acceptance. The total cost proposed, excluding reimbursable expenses, is \$284,000. This is a not-to-exceed proposal and the College will only be billed for actual costs incurred.

Walker Macy is registered as a WBE firm in Oregon.

RECOMMENDATION: That the Board of Directors authorize PCC to award the contract for the Southeast Campus Mt. Tabor Building

Conceptual Study to Walker Macy for a total amount of \$312,400 including 10% contingency. Funding is from the 2017 Bond Program.

July 15, 2021

22-004

CONTRACT APPROVAL FOR RENOVATIONS TO THE
SYLVANIA CC BUILDING ROOF TO THE GARLAND
COMPANY INC

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 funding for projects to increase facility lifespan and efficiency through energy efficiency, heating, ventilation, air conditioning, electrical, plumbing, and sustainability improvements.

These projects support the Strategic Plan by enabling the College to cultivate a long-term sustainable college enterprise and reduce the College's impact on the environment.

An identified need is replacement of the roof on the CC Building at the Sylvania Campus. This will be a multi-year project carried in several phases. Phase 1 is the replacement of a central section of the roof that has continual leak issues. Replacement is approximately 10,000 SQ FT of a 131,817 Sq Ft roof. The work needs to be completed before winter rains, therefore, P&CC propose to utilize The Garland Company Inc through the Master Intergovernmental Joint Cooperative Purchasing Agreement (MICPA) with Racine County, WI and Omnia Partners, Public Sector – PW1925. The design and construction of the remaining phases will be competitively bid by P&CC procurement staff

Garland provided a quote of \$339,029. P&CC and FMS staff have reviewed and recommend acceptance. Garland was unable to find a COBID registered subcontractor with availability to meet the required project schedule.

RECOMMENDATION: That the Board of Directors authorize PCC to award the contract for the Sylvania Campus CC Building Roof Renovation to The Garland Company Inc for a total amount of \$372,932 including 10% contingency. Funding is from the 2017 Bond Program.

July 15, 2021

22-005

CONTRACT APPROVAL FOR THE TAC HONEYWELL
CONTROLLER CONVERSION TO NORTHWEST
CONTROL COMPANY

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 funding for projects to increase facility lifespan and efficiency through energy efficiency, heating, ventilation, air conditioning, electrical, plumbing, and sustainability improvements.

These projects support the Strategic Plan by enabling the College to cultivate a long-term sustainable college enterprise and reduce the College's impact on the environment.

An identified need is to replace the aging TAC controllers that manage the HVAC systems across multiple buildings. These have been updated in several buildings as renovations have taken place and have been replaced with a Honeywell system to provide a single HVAC control system across the district. This project will complete that conversion process.

On May 26, 2021, the Request for Proposals (RFP) 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 two (2) firms registered and received a copy of the RFP document. Neither firm was COBID certified. At the bid closing time of 2:00 PM June 15, 2021 one (1) bid was received. This bidder was not COBID certified. Due to the specialized nature of the work and the requirement that proposers, and the staff performing the work, both have Honeywell and Distech

certification the College does not believe rebidding will increase the pool of responders.

The proposal was evaluated based on experience, overall project planning and schedule, price, and social responsibility approach.

P&CC staff recommend that the contract be awarded to Northwest Control Company for \$492,255.

RECOMMENDATION: That the Board of Directors authorize PCC to award the contract for the TAC to Honeywell Controller Conversion project to Northwest Controls Company for \$541,481 including a 10% contingency. Funding is from the 2017 Bond Program.

July 15, 2021

22-006

INCREASE LEASE CRUTCHER LEWIS CONTRACT
VALUE FOR EARLY WORK AMENDMENT'S FOR
CMGC SERVICES FOR SYLVANIA CAMPUS HT
PROJECT

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 funding for renovation
of the HT Building on the Sylvania Campus.

This project supports the Strategic Plan by enabling the College to cultivate a long-term sustainable college enterprise and reduce the College's impact on the environment.

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 for preconstruction services for the Sylvania Campus HT Building East Side 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 included the permanent relocation of Biology to the ST building.

On May 20, 2021, BA 21-168 approved an increase in the authorized amount of \$5,848,342 for a new total of \$20,200,090 for early demolition work and swing space projects.

While the final Guaranteed Maximum Price is expected to be presented at the August 2021 board meeting there is

a need for a further increase of \$1,797,721 in the authorized amount to keep the project on schedule. Scope includes demolition of architectural building components; foundation structural design required as part of building permit review; design for shop drawings of steel and earthwork; and MEP work necessary prior to full demolition in October.

This will bring the total authorized amount to \$21,997,811 including a 10% contingency on the current request.

RECOMMENDATION: That the Board of Directors authorize PCC to increase the approved amount for amendments to the contract with Lease Crutcher Lewis by \$1,797,721 for a new cumulative total of \$21,997,811. Funding will be from the 2017 Bond funds.

July 15, 2021

22-007

BP 2361 INFORMATION REQUEST (FIRST READING)

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.

Policy work of the board addresses strategic theme Enterprise, cultivating a long-term sustainable college enterprise

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

BP 2361 INFORMATION REQUEST

As fiduciaries of PCC, each board member has a responsibility for oversight to ensure effective operation of the college by the President. Each board member has the right to submit questions or information requests of the President through the board chair or vice-chair.

The chair or vice-chair shall decide if the information request or question(s) will be submitted to the President for response.

The following guidelines will be considered by the chair or vice-chair in making their decision:

- 1) The question or information request is germane to the board's role and responsibilities with respect to operations of the college.
- 2) The question or information request is not frivolous; designed to embarrass; or rhetorical in nature.
- 3) Responding to the question or information request is not unduly burdensome to college staff.
- 4) The question or information request does not seek personal or confidential information.

Individual board members do not have the authority to direct

college staff to take action. Information provided to any board member shall be available to all board members.

RECOMMENDATION: That the board approve BP 2361 for a first reading.

July 15, 2021

22-008

AUTHORIZATION TO REFUND STUDENT
TRANSPORTATION FEE FOR SUMMER TERM 2021

PREPARED BY: Michelle Brown, Interim Bursar/Treasury Manager, Finance

FINANCIAL
RESPONSIBILITY: Dina Farrell, Associate Vice President, Finance

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

REPORT: Consistent with the Strategic Focus to cultivate a long-term sustainable college enterprise, this Board Resolution relates to removing and refunding the Student Transportation Fee for the Summer 2021 term because no TriMet student select transit passes have been, or will be, sold to students during the Summer 2021 academic term. The change is due to PCC moving to remote operations during the COVID-19 pandemic.

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

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

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

July 15, 2021

22-009

APPLY TO THE HIGHER EDUCATION
COORDINATING COMMISSION FOR APPROVAL OF
THE PRE-TRADES FOR ADVANCED
MANUFACTURING LESS THAN ONE-YEAR CAREER
PATHWAY CERTIFICATE FOR PORTLAND
COMMUNITY COLLEGE

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

FINANCIAL RESPONSIBILITY: Dr. Karen Sanders, Dean, Advanced and Applied Technologies

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

REPORT: The proposed Pre-Trades for Advanced Manufacturing Less Than One-Year Career Pathway Certificate prepares is designed to prepare students with the skills and knowledge to meet the minimum qualifications to enter a trade, apprenticeship, or other PCC training program in advanced manufacturing. Aligned with the Oregon Industrial Development (OID) Apprenticeship Program and the new PCC OMIC Training Center, this 14-credit certificate prepares students for high-demand, family wage jobs in advanced manufacturing, and is designed to meet the state standards for pre-apprenticeship certification.

Strategic Plan Theme: Workforce: responds to community and workforce needs by developing a culture of agility.

RECOMMENDATION: That the College be authorized to submit an application to the Higher Education Coordinating Commission for the Pre-Trades for Advanced Manufacturing Less Than One-Year Career Pathway Certificate for Portland Community College.

July 15, 2021

22-010

APPLY TO THE HIGHER EDUCATION
COORDINATING COMMISSION FOR APPROVAL OF
THE VIDEO PRODUCTION & EMERGING MEDIA AAS
DEGREE FOR PORTLAND COMMUNITY COLLEGE

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

FINANCIAL
RESPONSIBILITY: Dan Wenger, Dean for Arts, Humanities, Communication
and Design

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

REPORT: The proposed Video Production & Emerging Media AAS degree prepares students to craft compelling stories using established and emerging video technologies. In a hands-on, project-based environment, participants learn skills for employment and leadership. Video Production & Emerging Media seeks to advance equity and inclusion by broadening access to media technologies and, in collaboration with students and communities, developing more inclusive methods of storytelling. Through an intersectional and multidisciplinary lens, teachers and students prototype the media, culture, and economy of the future. This 92-credit degree is designed for students seeking foundational, intermediate, and/or advanced competencies in video production, culturally conscious storytelling, and new media.

Strategic Plan Theme: Workforce: responds to community and workforce needs by developing a culture of agility.

RECOMMENDATION: That the College be authorized to submit an application to the Higher Education Coordinating Commission for the Video Production & Emerging Media AAS degree for Portland Community College.

July 15, 2021

22-011

AUTHORIZATION PAYMENT FOR OREGON COMMUNITY
COLLEGE ANNUAL MEMBERSHIP DUES

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

FINANCIAL
RESPONSIBILITY: Mark Mitsui, President

APPROVED BY: Mark Mitsui, President

REPORT Oregon Community College Association (OCCA) is an advocacy and convening organization for all 17 community colleges across the state. Portland Community College has maintained membership with OCCA for many years. The services offered by OCCA include membership in the Oregon President's Council and Legislative Support.

Increase in these fees requires board approval in accordance with Board Policy B505 Purchasing and Contracting.

The membership fees are based on FTE of the student population. All colleges pay a flat fee and a portion is also based on FTE of the previous year (2020-2021). The membership is from July 1, 2021-June 30, 2022.

Membership with OCCA addresses the strategic theme to cultivate a long-term sustainable college enterprise. Sustainability is the capacity to continue mission-aligned services while promoting economic prosperity, social equity and environmental stewardship. This "triple bottom line" approach informs the college's mission, vision, and values, and promotes PCC as a positive economic, social, and environmental steward.

This membership addresses strategic theme Enterprise, cultivating a long-term sustainable college enterprise

RECOMMENDATION: That Portland Community College continue to be a member of OCCA by approving the membership fee and renewal of the board policy service of \$179,085.21 for the 2021-2022 FY. This expense will be paid from the President's Budget.

Board of Directors Goals 2019-2020

Diversity, Equity and Inclusion

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

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

Equitable Student Success

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

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

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Mission Fulfillment

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

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

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

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

The College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under anti-discrimination laws. In addition, the College complies with applicable provisions of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), Uniformed Services Employment and Reemployment Rights Act ("USERRA"), and all local and state civil rights laws. Under this policy, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of this policy and other College efforts designed for that purpose.