

April 15, 2021

21-157

EXPAND PROPERTY MANAGEMENT CONTRACT TO  
INCLUDE COMMERCIAL PROPERTY MANAGEMENT  
SERVICES AT THE CAROLYN MOORE WRITER'S  
HOUSE

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

FINANCIAL  
RESPONSIBILITY: Sylvia Kelley, Executive Vice President

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

REPORT: The PCC Foundation recently acquired a residential property as a gift from the estate of Carolyn Moore. The College intends to use the property to operate the Carolyn Moore Writers House as a residency program for emerging writers, providing concentrated time to focus on developing a written work, while also providing PCC students the opportunity to meet and interact with talented writers from across the country. The Writer's House, located in Tigard, will have multiple residential tenants for short term stays (typically up to 3 months).

The College has a need to contract a qualified property management firm to provide day-to-day management including, but not limited to, serving as the main communication link between tenants and PCC and to address emergencies after normal business hours, weekends and holidays. In addition, the electrical, HVAC and plumbing licenses that PCC maintenance staff are required to have are not valid in a residential building. The College currently contracts with a property manager for other retail and residential spaces, two childcare centers, State Farm offices, photography studio, apartment complex and Farm House. If approved, the current contract would be expanded to include the Carolyn Moore Writers House.

Although no Classified employees will be displaced, some of the work performed by the property manager is work that Classified employees may perform at PCC sites. Therefore, Article 4.20 of the Classified Agreement requires that the

PCC Board of Directors' approve the contracting of this work and direct Management to notify the Federation and engage in good faith negotiations in accordance with ORS 243.698.

RECOMMENDATION:

That the Board of Directors approve the decision to contract with a property management firm to provide day to day management of the Carolyn Moore Writer's House; and

Direct Management to notify the Federation and engage in good faith negotiations in accordance with Article 4.20 of the Classified Agreement.