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PORTLAND COMMUNITY COLLEGE BOARD OF DIRECTORS

Business Meeting

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October 21, 2021



Please print double-sided in support of Board Policy B707 – Sustainable Use of Resources

Portland Community College Board of Directors

Vision

Building futures for our Students and Communities

.....

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

October 21, 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 WORK SESSION

- Strategic Planning Portfolio Kick-Off (20 minutes)
- P&CC Sylvania Projects Update (Pre-recorded) (10 minutes)
- Presidential Search Market Salary (30 minutes)
- 2021-2022 Board Goals (20 minutes)
- BP 2715 Code of Ethics (10 minutes)

6:30 PM BUSINESS SESSION
Call to Order

- Land Acknowledgment: Dan Saltzman, Zone 5
- Approval of Agenda—October 21, 2021
- Approval of Minutes—September 23, 2021

6:35 PM RECOGNITION

- Certificate of Achievement for Excellence in Financial Reporting
- Retirement Acknowledgements

6:45 PM PRESIDENT'S UPDATES

- COVID-19 Update
- Kudos
- Announcements
- Other

7:15 PM INFORMATION SESSIONS

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

- Limelight on Learning: ESOL - W121 Districtwide Pilot (15 minutes)

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

- P&CC - Social Equity Goals Update (15 minutes)

7:45 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.

8:00 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.)

PERSONNEL

Page

22-041 Approval of Personnel Actions–
October 21, 2021080

Academic Professional Appointments:

Paula Casner, Mental Health, Drug and Alcohol Specialist
Academic Affairs, Academic and Career Pathways-
Business, Community & Workforce Development
(NonGeneral Fund)

Amanda Haner, Employment Specialist, Academic Affairs,
Academic and Career Pathways – Advanced & Applied
Technologies

Susan Hardwick, COVID-19 Health & Safety Compliance
Auditor, Finance and Administration (Temporary)

Lizbeth Mota, Academic Advising Specialist, Student
Affairs (Temporary)

Melinda Nunez, Student Resources Specialist, Student
Affairs (Temporary)

Angie Rodriguez, Accountant II, Finance and
Administration

Administrative Appointments:

Heather Guevara, Dean of Online Learning, Academic
Affairs

Charisse Loughery, Student Conduct and Community,
Support Manager, Student Affairs

Heather Johnston, Associate Technology Project Manager,
Bond Program (Temporary)

Nikki Patterson, Director of Registration &
Records/Registrar, Student Affairs

Jason Pinkal, Director of Advising and Career Services,
Student Affairs

Faculty Appointments:

Daniel Brotherton, Instructor, Dealer Service Technology
(DST), Academic Affairs, Academic and Career
Pathways – Advanced & Applied Technologies
(Temporary)

Johnathan Brown, Instructor, Apprenticeship and Trades,
Academic Affairs, Academic and Career Pathways –
Advanced & Applied Technologies

Salvador Castaneda, Instructor, Apprenticeship and
Trades, Academic Affairs, Academic and Career
Pathways – Advanced & Applied Technologies

Brita Clothier, Instructor, Biology (0.5 FTE Job Share)
 Academic Affairs, Academic and Career Pathways –
 Science, Computing & Engineering (Temporary)
 Donald Ganschow, Instructor, Aviation Maintenance
 Technology, Academic Affairs, Academic and Career
 Pathways – Advanced & Applied Technologies
 Elizabeth Gordon, Instructor, Dental Hygiene, Academic
 Affairs, Academic and Career Pathways – Advanced &
 Applied Technologies
 Skyler Stearns, Instructor, Facilities Maintenance
 Technology, Academic Affairs, Academic and Career
 Pathways – Advanced & Applied Technologies

RETIREES

22-042	Commendation of Retiring Employee – Janice Cromie (24 years)	087
22-043	Commendation of Retiring Employee – Sylvia Kelley (7 years)	088
22-044	Commendation of Retiring Employee - James Templeton (37 years).....	089

BIDS AND CONTRACTS

22-045	Contract Approval for Bond Advertising Agency to Winning Mark	090
22-046	Delegate Authority to the President to Negotiate a Permanent Easement Agreement with Portland Bureau of Transportation at the Southeast Campus	092
22-047	BP 2715 Code of Ethics	094

8:05 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.

8:20 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 (AFT Local 2277)—Frank Goulard, President
- Board Members

8:40 PM

ADJOURNMENT

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

September 23, 2021
Via remote access

BOARD MEETING MINUTES

ATTENDANCE

Mohamed Alyajouri, Laurie Cremona Wagner, Tiffani Penson, Dan Saltzman, Michael Sonnleitner, Kristi Wilson, Serin Bussell, Mohasin Biswas Manab

EXECUTIVE SESSION

The board met in accordance with ORS 192.660 (2), (d) labor negotiations.

WORK SESSION

The board met in work session and received two presidential search firm presentations.

CALL TO ORDER

Chair Alyajouri called the Business Meeting to order at 5:34 pm.

APPROVAL OF THE AGENDA

The September 23, 2021 agenda was approved as published. Sonnleitner/Penson
Alyajouri – Yes Penson – Yes
Bussell - Yes Sonnleitner – Yes Saltzman - Yes
Cremona Wagner - Yes Wilson – Yes

APPROVAL OF THE MINUTES

Amendment to the published minutes: Director Cremona Wagner moved to postpone the vote on Resolution 22-029 reflected incorrect votes, minutes to reflect Saltzman – **Yes**, Sonnleitner – **No**

The August 19, 2021 minutes were approved as amended. Cremona/Bussell
Alyajouri – Yes Cremona Wagner - Yes Wilson - Yes
Bussell – Yes Penson – Yes
Saltzman - Yes Sonnleitner – Yes

INFORMATION SESSIONS

President's Updates – Mark Mitsui

Chief Diversity Officer, Tricia Brand, gave updates on PCC's vaccine equity and education efforts. Angela McMahon, Director of the Office of COVID-19 Reopening, updated the board on the resumptive stage for Fall Term.

President Mitsui discussed Big Give Day, legislative meetings, America Is All In launch of the blue print for 2030, and shared some Kudos for Colleagues.

Limelight on Learning – Josephine Pino, Chair of the Educational Advisory Council (EAC) and Biology Instructor
Presented on unlocking creativity and student agency to support learning in a Biology course.

PUBLIC COMMENT ON AGENDA ITEMS

Julie Hasting.....Vaccine mandate
Toby Dittrich.....Vaccine mandate
Frank Goulard.....Vaccine mandate

BUSINESS SESSION

Chair Alyajouri proposed removal of Resolution 22-039. Sonnleitner/Cremona Wagner

Alyajouri – Yes	Penson – Yes	Wilson – Yes
Bussell – Yes	Sonnleitner – Yes	
Cremona Wagner - Yes	Saltzman – Yes	

Chair Alyajouri proposed approval of Resolutions 22-030 through 22-038 Penson/
Wilson

Alyajouri – Yes	Penson – Yes	Wilson – Yes
Bussell – Yes	Sonnleitner – Yes	
Cremona Wagner - Yes	Saltzman – Yes	

Chair Alyajouri proposed approval of Resolution 22-040. Saltzman/Sonnleitner

Cremona Wagner – No	Wilson – No	Alyajouri – No
Sonnleitner – Yes	Bussell - No	
Saltzman – Yes	Penson – No	

Chair Alyajouri proposed approval of RH Perry as the Presidential Search Firm. Bussell/
Wilson

Cremona Wagner – Yes	Saltzman – Yes	Alyajouri - Yes
Sonnleitner – Yes	Wilson – Yes	
Bussell – Yes	Penson – Yes	

PUBLIC COMMENT ON NON AGENDA ITEMS

None

REPORTS

PCC Federation of Faculty and Academic Professionals: Frank Goulard, President
I appreciate all the work that our faculty and staff have been doing over the last few weeks getting ready for Fall Term, particularly our academic professionals and our part time and full time faculty. The school calendar was off kilter for this coming academic year. Spring Break, the week between Winter and Spring Terms are off by one week compared to the other area schools. We realize that won't be changed, unfortunately it's too late, but we really want to make clear that the Federation want to be involved in the future scheduling. We need to have extensive research, to check with the area schools,

to make sure that Spring Break week is the same as the public area schools and universities. It's going to create some chaos for student parents who are going to be taking final exams while their kids are on Spring Break. Also, keep us involved and in touch with the Presidential search. We have Higher Education Coordinating Commission (HECC) meetings on October 6th and 7th.

PCC Federation of Classified Employees (AFT Local 3922): Jeff Grider, President
I have good and bad things to report this evening on the cusp of the return of significant numbers of students, staff, and faculty to our campuses next week. The recall of more laid off Classified employees, the finalization and passing tonight of the agreement, which avoids cuts to the previously negotiated COLAs, and the deep care that our Classified employees have for our community and our students. Not so great things include, the fact that we still have Classified employees who are laid off and will no longer be receiving the additional federal unemployment money and federal coverage for COBRA. A quarter to a third of the Instructional Administrative Assistant and Administrative Assistant positions remain vacant, during one of the busiest parts of one of the busiest years we've seen. This is in addition to the disruption and reassignments of the reorganization. Throughout this pandemic, PCCFCE has been shut out of the planning process of the College's operational decisions. Many of our Classified employees are stretched to their breaking point. Hundreds of Classified employees have been working on site with all the concerns and risks associated with working in person, hundreds more are working at home in subpar conditions. I am asking the Board to acknowledge that when a significant number of employees feel this way we are not able to provide the best services to students. Regarding vaccination mandates, PCCFCE has not taken a position on this topic. While administrators, managers, faculty, and APs have more control over whether they return to campus this Fall, whereas Classified employees do not.

District Student Council (DSC) – Mohasin Biswas Manab

Panther Pantries will be open on each campus from the second week of the term. The Pantries are stocked with fresh food, canned food, hygiene supplies, and more. It is a free resource that greatly benefits our community. There are programs and event planned by Student Life and Leadership, watch out for them on our social media platforms.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:09 pm.

Mohamed Alyajouri, Chair

Mark Mitsui, President

Prepared by:

Jeannie Moton, Executive Coordinator

Minutes approved on October 21, 2021.

October 21, 2021

22-041

APPROVAL OF PERSONNEL ACTIONS

PREPARED BY: The Human Resources Department Staff

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

STRATEGIC THEMES: Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student
Delivery: Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem
Workforce: Respond to community and workforce needs by developing a culture of agility
Enterprise: Cultivate a long-term sustainable college enterprise

REPORT: Approval of Personnel Actions

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

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

Academic Professional Appointment (NonGeneral Fund)– **Paula Casner**

Mental Health, Drug and Alcohol Specialist

Academic Affairs, Academic and Career Pathways- Business, Community & Workforce Development

Annual Salary: \$60,992

Grade: 5

Step: 3

Effective: October 10, 2021

Applicant Flow:

Gender

Ethnicity

8 Female

0 American Indian or Alaska Native

3 Male

0 Asian

0 Not Disclosed

1 Black or African American

0 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

1 Not Disclosed

2 Two or More Selections

7 White

11 Total

Academic Professional Appointment– **Amanda Haner**

Employment Specialist

Academic Affairs, Academic and Career Pathways – Advanced & Applied Technologies

Academic Professional Appointment– **Angie Rodriguez**

Accountant II

Finance and Administration

Annual Salary: \$81,260

Grade: 3

Step:

Effective: September 10, 2021

Applicant Flow:

Gender

Ethnicity

1 Female

0 American Indian or Alaska Native

0 Male

0 Asian

0 Not Disclosed

0 Black or African American

0 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

1 Not Disclosed

0 Two or More Selections

0 White

1 Total

Administrative Appointment– **Heather Guevara**

Dean of Online Learning

Academic Affairs

Annual Salary: \$107,019

Grade: O

Effective: August 26, 2021

Applicant Flow: Direct Appointment

Administrative Appointment– **Charisse Loughery**

Student Conduct and Community Support Manager

Student Affairs

Annual Salary: \$77,500

Grade: K

Effective: September 27, 2021

Applicant Flow:

Gender

Ethnicity

28 Female

1 American Indian or Alaska Native

23 Male

1 Asian

4 Not Disclosed

7 Black or African American

5 Hispanic/Latino

1 Native Hawaiian or Other Pacific Islander

3 Not Disclosed

8 Two or More Selections

29 White

55 Total

Administrative Appointment– **Jason Pinkal**

Director of Advising and Career Services

Student Affairs

Annual Salary: \$91,307

Grade: M

Effective: September 21, 2021

Applicant Flow:		Ethnicity	
Gender			
38	Female	0	American Indian or Alaska Native
21	Male	4	Asian
4	Not Disclosed	12	Black or African American
		5	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		3	Not Disclosed
		9	Two or More Selections
		30	White
		63	Total

Administrative Appointment (Temporary)– **Heather Johnston**

Associate Technology Project Manager

Bond Program

Annual Salary: \$85,750 Grade: K

Effective: September 27, 2021 to June 30, 2023

Applicant Flow:

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

Administrative Appointment– **Nikki Patterson**

Director of Registration & Records/Registrar

Student Affairs

Annual Salary: \$92,571 Grade: M

Effective: 9/21/2021

Applicant Flow:

Gender		Ethnicity	
8	Female	0	American Indian or Alaska Native
12	Male	0	Asian
0	Not Disclosed	3	Black or African American
		1	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		3	Not Disclosed
		2	Two or More Selections
		11	White
		20	Total

Administrative Appointment– **Jason Pinkal**

Director of Advising and Career Services

Student Affairs

Annual Salary: \$91,307

Grade: M

Effective: September 21, 2021

Applicant Flow:

Gender		Ethnicity	
38	Female	0	American Indian or Alaska Native
21	Male	4	Asian
4	Not Disclosed	12	Black or African American
		5	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		3	Not Disclosed
		9	Two or More Selections
		30	White
		63	Total

Faculty Appointment (Temporary)– **Daniel Brotherton**

Instructor, Dealer Service Technology (DST)

Academic Affairs, Academic and Career Pathways – Advanced & Applied Technologies

Annual Salary: \$58,780

Step: 1

Effective: August 21, 2021 to August 20, 2022

Applicant Flow: Direct Appointment

Faculty Appointment– **Johnathan Brown**

Instructor, Apprenticeship and Trades

Academic Affairs, Academic and Career Pathways – Advanced & Applied Technologies

Annual Salary: \$63,126

Step: 4

Effective: September 1, 2021

Applicant Flow:

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

Faculty Appointment– **Salvador Castaneda**

Instructor, Apprenticeship and Trades

Academic Affairs, Academic and Career Pathways – Advanced & Applied Technologies

Step: 3

Effective: September 1, 2021

Gender

Ethnicity

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

Instructor, Biology (0.5 FTE Job Share)

Annual Salary: \$64,704 @ 0.5 FTE Step: 4

Effective: August 21, 2021 to June 20, 2022

Applicant Flow: Direct Appointment

Instructor, Aviation Maintenance Technology

Annual Salary: \$61,137 Step: 3

Effective: August 21, 2021

Applicant Flow:

Gender

Ethnicity

1	Female	1	American Indian or Alaska Native
15	Male	3	Asian
0	Not Disclosed	0	Black or African American
		1	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		1	Not Disclosed
		1	Two or More Selections
		9	White
		16	Total

Instructor, Dental Hygiene

Annual Salary: \$61,137 Step: 3

Effective: August 21, 2021

Applicant Flow:

Gender

Ethnicity

10 Female 0 American Indian or Alaska Native

0	Male	0	Asian
0	Not Disclosed	0	Black or African American
		0	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		1	Not Disclosed
		0	Two or More Selections
		9	White
		<hr/>	
		10	Total

Faculty Appointment– Skyler Stearns

Instructor, Facilities Maintenance Technology

Academic Affairs, Academic and Career Pathways – Advanced & Applied Technologies

Annual Salary: \$61,137 Step: 3

Effective: September 1, 2021

Applicant Flow:

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

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

Female	12
Male	6
Not Disclosed	0
	<hr/>
	18

American Indian/Alaskan Native	0
Asian	0
Black or African American	0
Hispanic/Latino	4
Native Hawaiian/Pacific Islander	0
Not Disclosed	5
Two or More Selections	0
White	9
	<hr/>
	18

October 21, 2021

22-042

COMMENDATION OF RETIRING EMPLOYEE –
JANICE CROMIE (24 years)

PREPARED BY: Michelle Lee, HRIS Specialist, Human Resources

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

STRATEGIC THEME: 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.

REPORT: Janice Cromie has performed faithfully in her duties as Instructional Admin Assistant I and II for Portland Community College since October 16, 1997. She retires effective September 20, 2021.

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

October 21, 2021

22-043

COMMENDATION OF RETIRING EMPLOYEE –
SYLVIA KELLEY (7 years)

PREPARED BY: Michelle Lee, HRIS Specialist, Human Resources

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

STRATEGIC THEME: 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.

REPORT: Sylvia Kelley has performed faithfully in her duties as Acting College President, Interim President and District Vice President for Portland Community College since August 29, 2014. She retires effective October 28, 2021.

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

October 21, 2021

22-044

COMMENDATION OF RETIRING EMPLOYEE –
JAMES TEMPLETON (37 years)

PREPARED BY: Michelle Lee, HRIS Specialist, Human Resources

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

STRATEGIC THEME: 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.

REPORT: James Templeton has performed faithfully in his duties as Computer Operator, Computer Operations Technician, Computer User Support Technician, Computer Client Support Specialist and Technology Support Specialist for Portland Community College since June 7, 1984. He retires effective September 30, 2021.

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

October 21, 2021

22-045

CONTRACT APPROVAL FOR BOND ADVERTISING
AGENCY TO WINNING MARK

PREPARED BY: Michael Mathews, College Purchasing Manager,
Procurement

FINANCIAL
RESPONSIBILITY: Greg Harris, Director, Marketing and Communications
Sylvia Kelley, Executive Vice President

APPROVED BY: Mark Mitsui, President

STRATEGIC THEMES: Belonging: Transform our learning culture toward
creating a sense of belonging and well-being for every
student.

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

Enterprise: Cultivate a long-term sustainable college
enterprise

Workforce: Respond to community and workforce needs
by developing a culture of agility.

REPORT: Portland Community College periodically asks voters to
approve general obligation bonds secured from
property taxes to pay for capital improvements to our
facilities and operations or new construction. The
College's last general obligation bond funding request
was in 2017, and it was successful. The College
anticipates putting another capital bond measure before
the voters for the November 2022 election. This request
is planned to replace property taxes due to come off the
taxpayers' assessment because the bonds previously
secured have been paid.

The College intends to launch an advertising campaign
from July 2022-November 8, 2022 for the purpose of
educating voters about Portland Community College.

A formal Request for Proposals was posted on July 12,

2021 on the State's Procurement website, OregonBuys. The College received five (5) responses.

None of the Proposers are registered with the Oregon Certification Office for Business Inclusion and Diversity (COBID) office.

RECOMMENDATION: That the Board of Directors authorizes the College to enter into a contract with Winning Mark for the sum of \$171,875.00 from the General Fund.

October 21, 2021

22-046

DELEGATE AUTHORITY TO COLLEGE PRESIDENT
TO NEGOTIATE A PERMANENT EASEMENT
AGREEMENT WITH PORTLAND BUREAU OF
TRANSPORTATION AT THE SOUTHEAST CAMPUS

PREPARED BY: Linda Degman, Director, Planning and Capital
Construction

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

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

STRATEGIC THEME: Enterprise: Cultivate a long-term sustainable college
enterprise

REPORT: Portland Bureau of Transportation (PBOT) is
implementing the Outer Division Multi-Modal Safety
project. The design is complete and PBOT is ready to start
construction. This project is intended to promote safer
intersections and pedestrian crossings.

In order for PBOT to complete this work at our SE
Campus they need a small, permanent utility easement of
15 square feet to install a light pole. The City of Portland
will pay PCC the sum of \$1,600 for the permanent
easement and for a temporary construction easement of
514 square feet. The College and the City will need to
negotiate an easement agreement.

Attachment A is the legal description and survey.

RECOMMENDATION: That the Board authorize the President or his designee to
negotiate an easement agreement of mutual benefit between
the College and the Portland Bureau of Transportation to
provide a permanent utility easement, subject to concurrence of
College Counsel.

EXHIBIT A

OUTER DIVISION MULTI-MODAL SAFETY PROJECT
R/W # 9147-1
PERMANENT UTILITY EASEMENT
1S2E05DD-00300

A portion of the tract of land conveyed to Portland Community College District in document number 22012-115529, recorded in the Multnomah County Deed Records, situated in the Southeast one-quarter of Section 05, Township 1 South, Range 2 East of the Willamette Meridian in the City of Portland, County of Multnomah and State of Oregon, more particularly described as follows:

COMMENCING at a found 1-3/16" brass disk inscribed "HILL LS 2821" (Per Survey number 62567) Said disk is South 01°26'50" West, a distance of 5.08 feet an angle point in the Northerly right of way line of S.E. Division Street (Variable Width);

Thence, North 01°26'50" East, a distance of 5.08 feet to said angle point;

Thence, North 76°48'34" West, along said right of way line, a distance of 153.46 feet to the **POINT OF BEGINNING**;

Thence, continuing along said right of way line, North 76°48'34" West, a distance of 6.00 feet;

Thence, leaving said right of way line, North 13°11'27" East, a distance of 2.50 feet;

Thence, South 76°48'33" East, a distance of 6.00 feet;

Thence, South 13°11'27" West, a distance of 2.50 feet to the **POINT OF BEGINNING**.

Containing 15 square feet.

Project No.40629
February 2, 2021

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Bryan Hill

OREGON
JUNE 30, 1997
BRYAN L. HILL
2821

Expires 06/30/2021

October 21, 2021

22-047

BP 2715 CODE OF ETHICS/STANDARDS OF PRACTICE
(FIRST READING)

PREPARED BY: Jeannie Moton, Executive Coordinator, Board of Directors

APPROVED BY: Mark Mitsui, President

REPORT: References:
NWCCU Standard 2.D.2
ORS 244.010 to ORS 244.400

The Board commits itself to the highest ethical conduct and to carry out its requirements under state and federal laws. Each Board member will sign the PCC Code of Ethics as follows.

I, _____, as a member of the PCC Board of Directors, hereby agree to:

- 1) Govern and evaluate the College to best meet the educational interests of the entire community college district, regularly review and analyze the College Mission, and maintain equitable success for all students as a primary focus.
- 2) Commit the time necessary to be an informed and active Board member, review agendas and materials prior to meetings, and actively participate in professional development & educational workshops, conferences, or other opportunities.
- 3) Act with civility and dignity, respect diversity and differences of perspective and style on the Board and among staff, students, and the community, and promote equity & inclusion in a spirit of collaborative Board discussions and teamwork.
- 4) Operate openly with trust and integrity, adhere to the law and spirit of open meeting laws, and encourage active public participation to ensure opportunities for a diverse range of community views to inform Board deliberations.
- 5) Affirm authority rests with the Board as a whole with individual Board members to abide by formal Board votes, unable to direct any PCC employee to act, and forbidden to speak for the Board (unless authorized by the Board to do so).
- 6) Recognize the Board Chairperson as the official Board spokesperson relating to formal/legal matters and agree to bring potential meeting agenda items or substantial request for new information to the Board Chair or Vice Chair.

- 7) Refrain from using College or Board materials or staff resources to communicate on any issue not approved and/or authorized by the Board (unless writing recommendation letters for current or former PCC employees or students).
- 8) Maintain strict confidentiality of information shared and discussions occurring during Board Executive Sessions, as required by Oregon statute, as well as to build trust by respecting confidentiality in all other matters shared in confidence
- 9) Prevent conflicts of interest and the perception of conflicts of interest, resist pressures to personally benefit myself or anyone close to me, and request only legitimate reimbursement of expenses while advocating for public education.
- 10) Understand Board duties and powers set forth in Oregon Revised Statutes Chapter 341, abide by Board-adopted policies and procedures, and periodically evaluate Board effectiveness and the College President to the best of my ability.

For a clearly defined statement addressing behavior that violates Board member standards of ethical conduct, see: BP 2356 "Board Censure".

RECOMMENDATION: The Board approve BP 2715 for a first reading as presented.

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