PORTLAND COMMUNITY COLLEGE BOARD OF DIRECTORS

Business Meeting

November 18, 2021

Portland Community College

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

November 18, 2021

AGENDA

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

4:00 PM **EXECUTIVE SESSION** In accordance with ORS 192.660 (2), (h) litigation and (k) school safety

Media Requests to join the Executive Session can be phoned in to 971.722.4365 or emailed to boardmember@pcc.edu by noon of the meeting date. Please use MEDIA REQUEST in the subject line.

4:45 PM **WORK SESSION**

- 2021-2022 Board Goals (30 minutes)
- Board Policy (15 minutes)
- Presidential Search Profile (30 minutes)
- OBSA Elections (15 minutes)

6:15 PM BREAK

6:30 PM **BUSINESS SESSION**
Call to Order

- Land Acknowledgment: Dan Saltzman, Zone 5
- Approval of Agenda—November 18, 2021
- Approval of Minutes— November 4, 2021 and November 8, 2021

6:35 PM **PRESIDENT'S UPDATES**

- COVID-19 Update
- Kudos
- Announcements
- Other

6:55 PM **INFORMATION SESSIONS**
DELIVERY: Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem

- Limelight on Learning—Virtual Student Exchanges: New Zealand, Greg Rapp (15 minutes)

ENTERPRISE: Cultivate a long-term sustainable college enterprise

- Forecasting 2023-2025 Biennium – Eric Blumenthal, Dina Farrell and Tom Andrews (30 minutes)

7:40 PM **PUBLIC COMMENT ON AGENDA ITEMS**
Persons wishing to make public comment on agenda items can request a time slot by using this link. Details and directions can be found at the link.

7:55 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.)

Academic Professional Appointments:

Talitha Cassidy, Employment Specialist, Workforce Development and Continuing Education (NonGeneral Fund)

Susan Hagemeister – Hardwick, COVID-19 Health & Safety Compliance Auditor, Facilities Management Services (Non-General Fund Temporary)

Maylorie Townsend, Employment Specialist, Workforce Development and Continuing Education (Non-General Fund Temporary)

Administrative Appointments:

Jaime Clark, Pathways to Opportunity Program Dean, Academic Affairs

Rebecca Lewis, Financial Aid Manager, Student Affairs (Temporary)

Faculty Appointments:

Sarah Bauer, Instructor, ESOL, Academic Foundations, Essentials & Gateways / Academic Affairs (Temporary)

Lucas Briggs, Instructor, Welding (OMIC), Advanced & Applied Technologies / Academic Affairs (Temporary)

Evelyn Buschur, Instructor, Biology / Microbiology, Science, Computing & Engineering / Academic Affairs (Temporary)

Scott Caufield, Instructor, Architecture Drafting (Temporary Job Share – 0.5 FTE), Arts, Humanities, Communication & Design / Academic Affairs (Temporary)

Crystal Cortez, Instructor, Creative Coding and Immersive Technology, Arts, Humanities, Communication & Design / Academic Affairs (Temporary)

Myra Day, Instructor, Multimedia, Arts, Humanities, Communication & Design / Academic Affairs (Temporary)

Ceci de Valdebebro, Instructor, Education, Public Service, Education & Social Sciences / Academic Affairs

RETIREES

BIDS AND CONTRACTS

BOARD

22-059 BP 2715 Code of Ethics (Second Reading)................113

8:00 PM **BOARD BUSINESS**

- Presidential Search
  - Motion to Approve Presidential Search Profile
- 2021-2022 Board Goals
  - Motion to Approve 2021-2022 PCC Board of Directors Goals

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.

8:45 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

9:05 PM **ADJOURNMENT**

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

November 4, 2021
Via remote access

MEETING MINUTES

ATTENDANCE

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

WORK SESSION

The board met for a quarterly work session to develop goals for 2021-2022. The board will work to continue developing these goals to be approved at the November 18, 2021 board meeting.

EXECUTIVE SESSION

In accordance with ORS 192.660 (2) the Board of Directors met to (h) consult with counsel regarding potential litigation regarding Veterans Administration.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:00 pm.

____________________________ ____________________________

Mohamed Alyajouri, Chair Mark Mitsui, President

Prepared by:

____

Jeannie Moton, Executive Coordinator

Minutes approved on November 18, 2021.

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

November 8, 2021
Via remote access

EMERGENCY MEETING MINUTES

ATTENDANCE

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

CALL TO ORDER

Chair Alyajouri called the Business Meeting to order at 12:05 pm.

APPROVAL OF THE AGENDA

The November 8, 2021 agenda was approved as published. Bussell/Wilson

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

BUSINESS SESSION

An update to an emergent legal issue was provided at an Executive Session on Thursday, November 4. The Chair called an emergency meeting to take action.

Chair Alyajouri asked for a motion to move forward with a suit against the Department of Veteran Affairs and the Treasury Department.

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

ADJOURNMENT

There being no further business, the meeting adjourned at 12:18 pm.

____________________________ ____________________________

Mohamed Alyajouri, Chair Mark Mitsui, President

Prepared by:

____

Jeannie Moton, Executive Coordinator

Minutes approved on November 18, 2021.

22-048 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
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)– **Talitha Cassidy**
Employment Specialist
Workforce Development and Continuing Education
Annual Salary: $53,777 Grade: 3 Step: 3
Effective: October 18, 2021
Applicant Flow:

Gender		Ethnicity	
25	Female	2	American Indian or Alaska Native
20	Male	2	Asian
2	Not Disclosed	7	Black or African American
		6	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		3	Not Disclosed
		3	Two or More Selections
		24	White
		47	Total

Academic Professional Appointment (Non-General Fund Temporary)– **Susan Hagemeister - Hardwick**
COVID-19 Health & Safety Compliance Auditor
Facilities Management Services
Annual Salary: $57,272 Grade: 4 Step: 3

Effective: September 20, 2021 to June 30, 2022
Applicant Flow:

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

<u>Academic Professional Appointment (NonGeneral Fund)– **Maylorie Townsend**</u>
Employment Specialist
Workforce Development and Continuing Education
Annual Salary: $51,958 Grade: 3 Step: 2
Effective: October 18, 2021
Applicant Flow:

Gender		Ethnicity	
25	Female	2	American Indian or Alaska Native
20	Male	2	Asian
2	Not Disclosed	7	Black or African American
		6	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		3	Not Disclosed
		3	Two or More Selections
		24	White
		47	Total

<u>Administrative Appointment– **Jaime Clarke**</u>
Pathways to Opportunity Program Dean
Academic Affairs
Annual Salary: $117,000 Grade: N
Effective: October 21, 2021
Applicant Flow:

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

<u>Administrative Appointment (Temporary)– **Rebecca Lewis**</u>
Financial Aid Manager
Student Affairs

Annual Salary:	$80,500	Grade:	J
Effective:	October 21, 2021 to June 20, 2022		
Applicant Flow:	Direct Appointment		

<u>Faculty Appointment (Temporary)– **Sarah Bauer**</u>
Instructor, ESOL
Academic Foundations, Essentials & Gateways / Academic Affairs

Annual Salary:	$62,665	Step:	3
Effective:	August 21, 2021 to June 20, 2022		
Applicant Flow:	Article 3.64 Recruitment		

<u>Faculty Appointment (Temporary)– **Lucas Briggs**</u>
Instructor, Welding (OMIC)
Advanced & Applied Technologies / Academic Affairs

Annual Salary:	$62,665	Step:	3
Effective:	August 21, 2021 to June 20, 2022		
Applicant Flow:	Article 3.64 Recruitment		

<u>Faculty Appointment (Temporary)– **Evelyn Buschur**</u>
Instructor, Biology / Microbiology
Science, Computing & Engineering / Academic Affairs

Annual Salary:	$62,665	Step:	3
Effective:	August 21, 2021 to June 20, 2022		
Applicant Flow:	Article 3.64 Recruitment		

<u>Faculty Appointment (Temporary)– **Scott Caufield**</u>
Instructor, Architecture Drafting (Temporary Job Share – 0.5 FTE)
Arts, Humanities, Communication & Design / Academic Affairs

Annual Salary:	$62,665 @ 0.5 FTE	Step:	3
Effective:	August 21, 2021 to June 20, 2022		
Applicant Flow:	Article 3.64 Recruitment		

<u>Faculty Appointment (Temporary)– **Crystal Cortez**</u>
Instructor, Creative Coding and Immersive Technology
Arts, Humanities, Communication & Design / Academic Affairs

Annual Salary:	$60,692	Step:	2
Effective:	August 21, 2021 to June 20, 2022		
Applicant Flow:	Article 3.64 Recruitment		

<u>Faculty Appointment (Temporary)– **Myra Day**</u>
Instructor, Multimedia
Arts, Humanities, Communication & Design / Academic Affairs

Annual Salary: $60,692 Step: 2
Effective: August 21, 2021 to June 20, 2022
Applicant Flow: Article 3.64 Recruitment

Faculty Appointment (Temporary)– **Ceci de Valdebebro**
Instructor, Education
Public Service, Education & Social Sciences / Academic Affairs
Annual Salary: $62,665 Step: 3
Effective: August 21, 2021 to August 20, 2022
Applicant Flow: Article 3.64 Recruitment

Faculty Appointment (Temporary)– **Nathan Gammill**
Instructor, Music
Arts, Humanities, Communication & Design / Academic Affairs
Annual Salary: $58,780 Step: 1
Effective: August 21, 2021 to June 20, 2022
Applicant Flow: Article 3.64 Recruitment

Faculty Appointment (Temporary)– **Joyce Kaplan**
Instructor, Biology
Science, Computing & Engineering / Academic Affairs
Annual Salary: $62,665 Step: 3
Effective: August 21, 2021 to June 20, 2022
Applicant Flow: Article 3.64 Recruitment

Faculty Appointment (Temporary)– **Matt Lowry**
Instructor, Chemistry
Science, Computing & Engineering / Academic Affairs
Annual Salary: $62,665 Step: 3
Effective: August 21, 2021 to June 20, 2022
Applicant Flow: Article 3.64 Recruitment

Faculty Appointment (Temporary)– **Chiho Murphy**
Instructor, Japanese
Arts, Humanities, Communication & Design / Academic Affairs
Annual Salary: $62,665 Step: 3
Effective: August 21, 2021 to June 20, 2022
Applicant Flow: Article 3.64 Recruitment

Faculty Appointment (Temporary)– **Barbara Pasquale**
Instructor, Chemistry – 1-term Daily Rate
Science, Computing & Engineering / Academic Affairs
Annual Salary: $348.14 per day Step: 3
Effective: August 21, 2021 to December 20, 2021
Applicant Flow: Article 3.64 Recruitment

Faculty Appointment (Temporary)– **Orlando Rivera**
Instructor, Addictions Counseling
Healthcare & Emergency Professions / Academic Affairs

Annual Salary:	$62,665	Step:	3
Effective:	August 21, 2021 to August 20, 2022		
Applicant Flow:	Article 3.64 Recruitment		

Faculty Appointment (Temporary)– **Rachel Thwing**
Instructor, Biology
Science, Computing & Engineering / Academic Affairs

Annual Salary:	$62,665	Step:	3
Effective:	August 21, 2021 to June 20, 2022		
Applicant Flow:	Article 3.64 Recruitment		

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

Female	14
Male	5
Not Disclosed	0
	19

American Indian/Alaskan Native	0
Asian	1
Black or African American	1
Hispanic/Latino	3
Native Hawaiian/Pacific Islander	0
Not Disclosed	3
Two or More Selections	1
White	10
	19

November 18, 2021

22-049 COMMENDATION OF RETIRING EMPLOYEE - CHERYL BELT

PREPARED BY: Michelle M. 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: Cheryl Belt has performed faithfully in her duties as Human Resources Representative and Manager, Employee/Labor Relations for Portland Community College since January 31, 2000. She retires effective December 31, 2021.

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

22-050	COMMENDATION OF RETIRING EMPLOYEE – JENNY NGUYEN-KIRCHLER (12 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:	Jenny Kirchler has performed faithfully in her duties as Office Assistant II, IAA II, Asst. Coordinator/Student Leadership and Student Resource Specialist for Portland Community College since August 31, 2009. She retires effective October 29, 2021.
RECOMMENDATION:	That the Board commend her for her service to Portland Community College and wish her well in her retirement years.

November 18, 2021

22-051	COMMENDATION OF RETIRING EMPLOYEE - CHERYL SCOTT (17 years)
PREPARED BY:	Melissa Morton, 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:	Cheryl Scott has performed faithfully in her duties as Dean of Instruction, Dean of Special Projects and Division Dean for Portland Community College since April 29, 2004. She retires effective December 10, 2021.
RECOMMENDATION:	That the Board commend her for her service to Portland Community College and wish her well in her retirement years.

22-052	COMMENDATION OF RETIRING EMPLOYEE - DAVID STRIFFLER (23 YEARS)
PREPARED BY:	Melissa Morton, 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:	David Striffler has performed faithfully in his duties as Computing Technology Specialist for Portland Community College since April 6, 1998. He retires effective November 30, 2021.
RECOMMENDATION:	That the Board commend him for his service to Portland Community College and wish him well in his retirement years.

November 18, 2021

22-053	COMMENDATION OF RETIRING EMPLOYEE - CONRAD WILLIAMSON (10 YEARS)
PREPARED BY:	Melissa Morton, 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:	Conrad Williamson has performed faithfully in his duties as Part-time Student Resource Specialist for Portland Community College since February 21, 2011. He retires effective December 31, 2021.
RECOMMENDATION:	That the Board commend him for his service to Portland Community College and wish him well in his retirement years.

November 18, 2021

22-054	COMMENDATION OF RETIRING EMPLOYEE - IBRAHIM YANSANEH (20 YEARS)
PREPARED BY:	Melissa Morton, 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:	Ibrahim Yansaneh has performed faithfully in his duties as Instructional Support Technician IV and Computer Specialist for Portland Community College since September 8, 2001. He retires effective November 30, 2021.
RECOMMENDATION:	That the Board commend him for his service to Portland Community College and wish him well in his retirement years.

November 18, 2021

22-055 AMEND CONTRACT FOR PAYROLL CONSULTING WITH THE ATUM GROUP

PREPARED BY: Michael Mathews, College Purchasing Manager, Procurement

FINANCIAL RESPONSIBILITY: Dina Farrell, Associate Vice President, Financial Services

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

STRATEGIC THEMES: Workforce: Respond to community and workforce needs by developing a culture of agility. Create a data-informed continuous improvement ecosystem to establish agile decision-making and build the infrastructure for implementation.

REPORT: The college currently has a contract for a Payroll consultant to provide interim Payroll Manager level duties. The consultant is also evaluating processes and systems while the college seeks to fill the Payroll Manager position. This is a critical function within the Financial Services Department to provide payroll to staff and ensure Federal, State, and PERS requirements are met.

Atum is a registered minority-owned firm with the Oregon COBID office.

RECOMMENDATION: The board approve the amendment to the existing agreement to increase the contract amount to $278,000 and extend through June 30, 2022.

November 18, 2021

22-056	CONTRACT APPROVAL FOR PROJECT MANAGEMENT SERVICES TO SUPPORT PLANNING & CAPITAL CONSTRUCTION TO OTAK INC DBA DAY CPM
PREPARED BY:	John MacLean, Finance & Procurement Manager, Planning & Capital Construction
FINANCIAL RESPONSIBILITY:	Linda Degman, Director, Planning & Capital Construction
APPROVED BY:	Eric Blumenthal, VP Finance and Administration Mark Mitsui, President
STRATEGIC THEME:	Enterprise: Cultivate a long-term sustainable college enterprise

REPORT:

The College has a need for specialized project management services to support the Public Safety projects that are part of the 2017 bond program. These are complex multi-year projects that impact many buildings across the district. P&CC has a need for a project manager with experience in similar projects. Time is of the essence to bring these services on board as the bond projects need to be completed by June 2023.

At the September 2018 Board Meeting the Board approved BA 19-030 to establish a price agreement for Owner Project Management Services. This was a formal RFP process to identify firms able to provide project management services on as needed basis. Two firms were selected as a result of that RFP.

Planning & Capital Construction requested DayCPM, one of the firms on this agreement, to provide a proposal for these services. The proposed project manager has worked extensively with PCC and has experience in similar projects across the region. Staff have reviewed the proposal and recommend acceptance. The total cost proposed, including reimbursable expenses, is $475,811 for services through June 30, 2023. This is a maximum price and the College will be invoiced for actual hours used up to this amount.

COBID participation was sought at the time the price agreement was established. Neither successful firm on the agreement is COBID certified.

RECOMMENDATION: That the Board of Directors authorize PCC to execute a contract with OTAK Inc, dba DayCPM for $523,392 which includes a 10% contingency. Funding will be from the 2017 Bond funds.

November 18, 2021

22-057	CONTRACT APPROVAL FOR RELOCATION OF UNDERGROUND AND OVERHEAD CABLES FOR THE PORTLAND METROPOLITAN WORKFORCE TRAINING CENTER TO CENTURYLINK/LUMEN
PREPARED BY:	John MacLean, Finance & Procurement Manager, Planning & Capital Construction
FINANCIAL RESPONSIBILITY:	Linda Degman, Director, Planning & Capital Construction
APPROVED BY:	Eric Blumenthal, Vice President, Finance and Administration Mark Mitsui, President
STRATEGIC THEME:	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:

The 2017 Bond Program identified the replacement of the existing buildings that comprise the Portland Metropolitan Workforce Training Center (PMWTC) as a priority. The existing buildings were built in 1957 and 1989 and were in use as a VFW Hall and a grocery store. PCC purchased the property in 1998. Minimal improvements have been made over the years and there is a need to replace them with a purpose built 40,000 – 50,000 square foot facility that will provide classrooms, meeting rooms, event space, staff offices, and space for service partners such as the State of Oregon Department of Human Services. The total project budget is estimated at $36.3M and the construction budget is estimated at $26.5M.

As part of this project existing CenturyLink/Lumen owned underground fiber cables and overhead copper wiring will need to be relocated. This work is required to be performed by CenturyLink/Lumen for a cost of $187,766.

As the work is being performed by the owners of the cabling there is no COBID participation.

RECOMMENDATION: That the Board of Directors authorize PCC to execute a contract with CenturyLink/Lumen for $206,541 which includes a 10% contingency. Funding will be from the 2017 Bond funds.

November 18, 2021

22-058	CONTRACT APPROVAL FOR ELECTRONIC BILLING AND PAYMENT SERVICES TO TOUCHNET INFORMATION SYSTEMS INC.
PREPARED BY:	Michael Mathews, College Purchasing Manager, Procurement
FINANCIAL RESPONSIBILITY:	Michelle Brown, Treasury Manager and Bursar, Treasury
APPROVED BY:	Dina Farrell, Associate Vice President, Finance Mark Mitsui, President
STRATEGIC THEMES:	Workforce: Respond to community and workforce needs by developing a culture of agility by creating a data-informed continuous improvement ecosystem to establish agile decision-making.

REPORT:

TouchNet is a comprehensive electronic billing and payment suite along with additional online services including integrated payment plan options and shopping cart functionality. The existing contract with TouchNet will expire on December 9, 2021.

The Community College Rules of Procurement CCR.212 allow for the purchase of proprietary software without additional competition. TouchNet is the sole provider of the TouchNet E-Commerce Suite and ASP Services that work with our existing infrastructure.

The term of the contract will be for 5 years, commencing on December 10, 2021. The Annual cost is $238,670.00.

No firms registered with the Oregon COBID office are able to support this contract.

RECOMMENDATION: The Board of Directors authorize the College to enter into a contract with TouchNet for $1,193,350.00 over five years with funding from the General Fund.

November 19, 2021

22-059	BP 2715 CODE OF ETHICS/STANDARDS OF PRACTICE (SECOND 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 second reading as presented. Upon approval the current Board Code of Ethics B203 will be retired.

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