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PORTLAND COMMUNITY COLLEGE BOARD OF DIRECTORS

Business Meeting

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June 16, 2022



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

Board of Directors Goals 2021-2022

Belonging

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

- Increase the recruitment, hiring, and retention of employees of color.
- Increase the awarding of contracts to D/M/W/ESB/SDV companies.
- Integrate diversity, equity, and inclusion into its policymaking processes and all board functions.

Delivery

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

- Improve access, retention, and completion rates for all students; while reducing and eliminating disparities in these rates for low-income students and students of color.
- 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.).

Enterprise

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:

- Hire and on-board PCC's 8th President and communicate the PCC governance structure
- Coordinate and strengthen strategic advocacy with city, county, regional, state, and federal governments.
- Continue strategic oversight of college performance.
- Prepare for the 2022 Bond Measure.
- Engage in Board development by participating in evaluations, professional development and trainings.
- Support and actively contribute to the successful completion of reaccreditation.

Workforce

Strategic Goal: Advocate for workforce development.

- Review strategic-level workforce data to support alignment of pathways to close talent and opportunity gaps and move students into quality, livable wage careers, increasing economic mobility.
- Advocate for state investments in community colleges to promote equitable workforce development.
- Assist in cultivating donors and leveraging private/public partnerships that contribute leading edge training equipment for PCC programs.

The PCC Board of Directors Working Agreement:

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

Portland Community College
BOARD OF DIRECTORS
PO BOX 19000, Portland, Oregon 97280

June 16, 2022
Sylvania Campus
CC Building, Room 233A and B
Streaming link will be posted at www.pcc.edu/board

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.

4:30 PM **EXECUTIVE SESSION** In accordance with ORS 192.660 (2), d) labor negotiations, 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.

5:00 PM **BOARD DINNER**

6:00 PM **BUSINESS SESSION**
Call to Order

- Land Acknowledgment
- Approval of Agenda—June 16, 2022
- Approval of Minutes— May 19, 2022

6:05 PM **PRESIDENT'S UPDATES**

- Announcements
- Updates
- Other

6:30 PM **PUBLIC BUDGET HEARING: CONVENE AS COLLEGE BUDGET COMMITTEE IN ACCORDANCE WITH ORS 294.463-473**

- Review of Supplemental Budget: Mark Mitsui and Dina Farrell
- Public Comment for the Supplemental Budget for the **2021-2023** Biennium
- Non-Consent Agenda:
 - 22-124 Resolution Adopting the PCC Supplemental Budget for 2021-2023 Biennium, Authorizing Transfers between Appropriation Units, Categories & Funds; Use of Contingency Funds; and Changes in Total Budget Authority in **Accordance with ORS 294.463-473**

- 7:00 PM **RECOGNITION**
- Retirements
 - Board

- 7:45 PM **INFORMATION SESSIONS**
- BELONGING:** Transform our learning culture toward creating a sense of belonging and well-being for every student
- End of Year Report from the PCC Educational Advisory Council—EAC Chair Josephine Pino, Committee Chairs Aristides Petrides, Stacie Williams, Patty Hawkins, Rachael Smith, Blake Hausman, and Magda D’Angelis (EAC Chair Elect) (20 minutes-Q & A)

- 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.

- 8:20 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>
22-125 Approval of Personnel Actions— June 16, 2022	271
Academic Professional Appointments:	
Annaelizabeth Fuentes, Education Coordinator, Workforce Development	
Nicole Perez, Cooperative Education/Student Employment Specialist, Student Affairs (Temporary)	
Administrative Appointments:	
Justin Brewster, Library Supervisor, Academic Affairs (Temporary)	
Adam Holzschuh, Energy Resource Manager, Facilities Management Services	
Luis Menchu, Application Services Director, Information Technology (Temporary)	
Rebecca Ocken, Planning and Capital Construction Director, Planning and Capital Construction (Temporary)	
Theresa Payne, Compliance & Title IX Co-Coordinator, Office of Equity and Inclusion Administrative Appointment (Temporary)	
Julie Yeager Walker, Associate P&CC Project Manager, Bond Program Administrative Appointment (Temporary)	
Faculty Appointments:	
Lucas Briggs, Instructor, Welding / OMIC, Advanced and Applied Technologies Pathway / Academic Affairs (Temporary)	

Kelly LeFave, Instructor, Writing, Academic Foundations,
Essentials & Gateways Pathway / Academic Affairs
Faculty Appointment (Temporary)

James Sauls, Instructor, Math, Advanced and Applied
Technologies Pathway / Academic Affairs Faculty
Appointment (Temporary)

Continuous Appointments:

22-126	Continuous Appointment: Administration	275
22-127	Continuous Appointment: Academic Professional	276
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RETIREEES

22-129	Commendation of Retiring Employee -- Faye Laurin (21 years).....	278
22-130	Commendation of Retiring Employee – Scott Judy (30 years)	279
22-131	Commendation of Retiring Employee – Mark Mitsui (6 Years).....	280

BIDS AND CONTRACTS

22-132	Approve Increase in Authorized Amount for E-Builder Program Management Software for the 2017 Bond	282
22-133	Ratify Award of Emergency Contract to Pence Construction for Rock Creek Building 9 Re-Roof Project.....	284
22-134	Ratify Award of Contracts During Covid-19 Declared Emergency.....	286

BOARD

22-135	Authorization to Refund Student Transportation Fee for Summer Term 2022	289
22-136	Apply to The Higher Education Coordinating Commission for Approval of The Maritime Shipfitter and Welder Less Than One-Year Career Pathway Certificate for Portland Community College	290
22-137	Apply to the Higher Education Coordinating Commission for Approval of the Maritime Welding Less Than One-Year Career Pathway Certificate for Portland Community College	291
22-138	Management, Confidential and Executive Salary and Benefit Adjustments for FY 2022-2023	292

8:25 PM

BOARD BUSINESS

PUBLIC HEARING TO CENSURE in accordance with BP 2356
Governance Standard and Censure

- Non-Consent Agenda:
 - 22-139 Censure of Director Michael Sonnleitner for
Inappropriate and Disrespectful Comments to

8:40 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.

8:55 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

9:15 PM

ADJOURNMENT

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

May 19, 2022
Via remote access

BOARD MEETING MINUTES

ATTENDANCE

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

EXECUTIVE SESSION

In accordance with ORS 192.660 (2) the PCC Board of Directors met in Executive Session to discuss school safety and litigation.

WORK SESSION

Board members received an update on the planning for the 2022 General Obligation bond from Sylvia Kelley and Eric Blumenthal. Sarah Rose Evans provided an update on strategic planning.

BUSINESS SESSION

Chair Alyajouri called the Business Meeting to order at 6:38 pm and shared the Land Acknowledgement.

The May 19, 2022 agenda was approved as published. Saltzman/Cremona-Wagner
Alyajouri – Absent Penson – Yes Wilson – Yes
Bussell – Yes Saltzman – Yes
Cremona Wagner - Yes Sonnleitner – Yes

APPROVAL OF THE MINUTES

The April 21, 2022 minutes were approved as posted. Saltzman/Sonnleitner
Alyajouri – Absent Penson – Yes Wilson – Yes
Bussell – Yes Saltzman – Yes
Cremona Wagner - Yes Sonnleitner – Yes

RECOGNITION

Several recognitions were made to individuals and groups. Diedre Cain was recognized on her retirement after spending 44 years at PCC in the ESOL Program. The National Institute for Staff and Organizational Development (NISOD) Awardees and students from the All-Oregon Academic Team were also recognized.

PRESIDENT'S UPDATES

President Mitsui provided updates on the Preferred Future Council, COVID, semiconductor manufacturing, and recent visits from federal officials. He also provided a few Kudos for Colleagues.

INFORMATION SESSIONS

Presentations were provided on the follow topics:

Limelight on Learning: Virtual Reality in a literal classroom by Robert Victorino, EMSP

AP/Clinical Coordinator which addresses the Strategic Plan Theme of DELIVERY:

Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem and WORKFORCE: Respond to community and workforce needs by developing a culture of agility.

OEI Update from Dr. Traci Fordham which addresses Strategic Plan Theme of BELONGING: Transform our learning culture toward creating a sense of belonging and well-being for every student.

General Fund: Budget Planning Update from Eric Blumenthal, Dina Farrell and Tom Andrews and an update on Student Governance from Josh Peters-McBride, Berto Cerrillo, and Mohasin Manab which relate to Strategic Plan Theme of ENTERPRISE: Cultivate a long-term sustainable college enterprise.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS SESSION

Chair Alyajouri proposed approval of Resolutions 22-115 through 22-124.

Alyajouri – Absent

Penson – Yes

Wilson – Yes

Bussell – Yes

Salzman – Yes

Cremona Wagner - Yes

Sonnleitner – Yes

PUBLIC COMMENT ON NON-AGENDA ITEMS

Elizabeth Rodriques Returning to campus during COVID with inclusion and BAJEDI principles in mind

Mike Guthrie PCC Pool Closure Decision

REPORTS

Reports were provided by Frank Goulard, PCC Federation of Faculty and Academic Professionals (AFT Local 2277); Jeff Grider, PCC Federation of Classified Employees (AFT Local 3922); and Student Board Member Mohasin Biswas Manab on behalf of the District Student Council.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:16 pm.

Mohamed Alyajouri, Chair

Mark Mitsui, President

Prepared by:

Jeannie Moton, Executive Coordinator

Minutes approved on June 16, 2022

June 16, 2022

22-124

RESOLUTION ADOPTING THE PORTLAND COMMUNITY
COLLEGE SUPPLEMENTAL BUDGET FOR THE 2021-
2023 BIENNIUM, AUTHORIZING TRANSFERS BETWEEN
APPROPRIATION UNITS, CATEGORIES AND FUNDS;
USE OF CONTINGENCY FUNDS; AND CHANGES IN
TOTAL BUDGET AUTHORITY IN ACCORDANCE WITH
ORS 294.463-473

PREPARED BY: Tom Andrews, Budget Manager, Finance

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

REPORT: In June 2021, the District adopted a biennial budget based on estimated fund balances and labor negotiation results. Staff now finds it necessary to present a supplemental budget to adjust the 2021-2023 Biennium Adopted Budget for changes related to labor negotiations, finalization of the annual audit, changes in State of Oregon community college funding allocations and other minor adjustments.

The changes presented are necessary to ensure compliance with the requirements of Sections 294.463 (Transfer of appropriations within fund or between funds) and 294.471/294.473 (Supplemental Budgets) of the Oregon Revised Statutes. This budget amendment will not require an additional tax levy.

RECOMMENDATION: Staff recommends the Board of Directors, acting as the College Budget Committee, approve this Resolution to amend the 2021-2023 Biennium Budget as outlined in the attached Exhibit A.

BE IT THEREFORE RESOLVED that the budget for the Portland Community College District as adopted for the 2021-2023 biennium commencing July 1, 2021 is hereby amended as outlined in Exhibit A.

ADOPTED BY THE GOVERNING BOARD OF THE
PORTLAND COMMUNITY COLLEGE DISTRICT THIS 16th
DAY OF June 2022.

ATTEST:

APPROVED:

Mark Mitsui
President

Mohamed Alyajouri
Chair
Board of Directors

EXHIBIT A

	2021-23 Biennium ADOPTED BUDGET	FY22 #1 Supplemental Budget	2021-23 Biennium ADJUSTED BUDGET
<u>GENERAL FUND</u>			
<u>REVENUES:</u>			
From local sources			
Property Tax - current year	\$79,273,369	\$0	\$79,273,369
Property Tax - prior year	2,014,307	0	2,014,307
Tuition and fees	175,545,530	0	175,545,530
Interest from investments	2,601,210	0	2,601,210
Other local sources	3,680,525	594,431	4,274,956
From federal sources	0	0	0
From state sources	213,294,595	11,140,857	224,435,452
Operating transfers in:			
From Contracts & Grants Fund	16,053,350	2,000,000	18,053,350
From Capital Construction Fund	0	0	0
From CEU/CED Fund	6,000	0	6,000
From PERS Internal Reserve Fund	2,500,000	0	2,500,000
From Bookstore Fund	340,970	0	340,970
From Auxiliary Fund	48,150	0	48,150
From Student Financial Aid Fund	309,693	0	309,693
From Print Center Fund	120,113	0	120,113
From Transportation & Parking Svcs Fund	475,720	0	475,720
From Food Services Fund	50,682	0	50,682
Total Operating Revenues	\$496,314,214	\$13,735,288	\$510,049,502
Beginning Fund Balance	85,968,102	15,240,979	101,209,081
TOTAL GENERAL FUND REVENUES	<u>\$582,282,316</u>	<u>\$28,976,267</u>	<u>\$611,258,583</u>
<u>BY APPROPRIATION UNIT:</u>			
<u>Program Areas</u>			
Sylvania	\$101,310,198	(\$632,250)	\$100,677,948
Rock Creek	77,246,098	667,675	77,913,773
Cascade	57,557,866	(2,569,798)	54,988,068
Southeast	31,141,062	1,499,701	32,640,763
Office of the President	4,826,710	2,510,094	7,336,804
Office of the Exec Vice President	27,252,768	2,437,735	29,690,503
Finance & Administration	127,620,944	5,125,613	132,746,557
Academic Affairs	29,388,448	11,590,323	40,978,771
Student Affairs	34,401,160	2,078,939	36,480,099
Transfers	28,292,667	3,722,756	32,015,423
Contingency	39,955,545	2,545,478	42,501,023
Total Appropriation	\$558,993,466	\$28,976,267	\$587,969,733
Unappropriated Ending Fund Balance	23,288,850	0	23,288,850
TOTAL GENERAL FUND REQUIREMENTS	<u>\$582,282,316</u>	<u>\$28,976,267</u>	<u>\$611,258,583</u>

	2021-23 Biennium ADOPTED BUDGET	FY22 #1 Supplemental Budget	2021-23 Biennium ADJUSTED BUDGET
<u>AUXILIARY FUND</u>			
<u>REVENUES:</u>			
Facilities Usage	\$1,454,000	\$0	\$1,454,000
Campus Activities	414,490	0	414,490
Transfers	0	472,756	\$472,756
Total Operating Revenues	\$1,868,490	\$472,756	\$2,341,246
Beginning Fund Balance	2,662,236	(508,025)	2,154,211
TOTAL AUXILIARY FUND REVENUES	\$4,530,726	(\$35,269)	\$4,495,457

EXPENDITURES AND OTHER REQUIREMENTS:

Facilities Usage	\$1,585,622	\$2,864	\$1,588,486
Campus Activities	748,442	473,138	1,221,580
Sustainability Projects	200,000	0	200,000
Transfers	48,150	0	48,150
Contingency	500,000	(103,246)	396,754
Sub-total	\$3,082,214	\$372,756	\$3,454,970
Unappropriated Ending Fund Balance	1,448,512	(408,025)	1,040,487
TOTAL AUXILIARY FUND REQUIREMENTS	\$4,530,726	(\$35,269)	\$4,495,457

	2021-23 Biennium ADOPTED BUDGET	FY22 #1 Supplemental Budget	2021-23 Biennium ADJUSTED BUDGET
<u>CEU/CED FUND</u>			
<u>REVENUES:</u>			
CEU/CED Charges	\$8,878,958	\$0	\$8,878,958
Other local sources	623,350	0	623,350
Transfers	3,061,594	0	3,061,594
Total Operating Revenues	\$12,563,902	\$0	\$12,563,902
Beginning Fund Balance	3,127,206	893,465	4,020,671
TOTAL REVENUES	\$15,691,108	\$893,465	\$16,584,573

EXPENDITURES AND OTHER REQUIREMENTS:

Workforce/Community Ed	\$13,017,861	\$344,796	\$13,362,657
Cascade Campus	90,472	1,456	91,928
Transfers	6,000	0	6,000
Contingency	2,576,775	547,213	3,123,988
Sub-total	\$15,691,108	\$893,465	\$16,584,573
Unappropriated Ending Fund Balance	0	0	0
TOTAL FUND REQUIREMENTS	\$15,691,108	\$893,465	\$16,584,573

	2021-23 Biennium ADOPTED BUDGET	FY22 #1 Supplemental Budget	2021-23 Biennium ADJUSTED BUDGET
<u>CONTRACTS AND GRANTS FUND</u>			
<u>REVENUES:</u>			
Local Sources	\$12,705,000	\$0	\$12,705,000
State Sources	14,932,260	1,600,000	16,532,260
Federal Sources	36,360,650	4,000,000	40,360,650
Transfers	394,000	0	394,000
Total Operating Revenues	\$64,391,910	\$5,600,000	\$69,991,910
Beginning Fund Balance	0	1,238,096	1,238,096
TOTAL REVENUES	\$64,391,910	\$6,838,096	\$71,230,006

EXPENDITURES AND OTHER REQUIREMENTS:

Local Contracts	\$12,658,800	\$0	\$12,658,800
State Grants	13,492,290	1,600,000	15,092,290
Federal Grants	21,155,030	2,000,000	23,155,030
Transfers	16,053,350	2,000,000	18,053,350
Contingency	1,032,440	1,238,096	2,270,536
Sub-total	\$64,391,910	\$6,838,096	\$71,230,006
Unappropriated Ending Fund Balance	0	0	0
TOTAL FUND REQUIREMENTS	\$64,391,910	\$6,838,096	\$71,230,006

	2021-23 Biennium ADOPTED BUDGET	FY22 #1 Supplemental Budget	2021-23 Biennium ADJUSTED BUDGET
<u>STUDENT ACTIVITIES FUND</u>			
<u>REVENUES:</u>			
Student Activities Fee	\$4,186,322	\$0	\$4,186,322
Other local sources	470,000	0	470,000
Interest Income	9,000	0	9,000
Transfers	68,984	0	68,984
Total Operating Revenues	\$4,734,306	\$0	\$4,734,306
Beginning Fund Balance	1,228,338	665,475	1,893,813
TOTAL REVENUES	\$5,962,644	\$665,475	\$6,628,119

EXPENDITURES AND OTHER REQUIREMENTS:

Sylvania Programs	\$945,349	\$19,928	\$965,277
Rock Creek Programs	906,164	17,228	923,392
Cascade Programs	711,722	14,972	726,694
Southeast Programs	650,767	12,825	663,592
District-wide Programs	2,062,013	73,415	2,135,428
Contingency	686,629	527,107	1,213,736
Sub-total	\$5,962,644	\$665,475	\$6,628,119
Unappropriated Ending Fund Balance	0	0	0
TOTAL FUND REQUIREMENTS	\$5,962,644	\$665,475	\$6,628,119

	2021-23 Biennium ADOPTED BUDGET	FY22 #1 Supplemental Budget	2021-23 Biennium ADJUSTED BUDGET
<u>STUDENT FINANCIAL AID FUND</u>			
<u>REVENUES:</u>			
Private Sources	\$1,355,500	\$0	\$1,355,500
Federal Sources	171,050,000	0	171,050,000
State Sources	30,000,000	0	30,000,000
Interest from Investments	25,200	0	25,200
Transfers	244,455	0	244,455
Total Operating Revenues	\$202,675,155	\$0	\$202,675,155
Beginning Fund Balance	1,456,327	26,536	1,482,863
TOTAL REVENUES	\$204,131,482	\$26,536	\$204,158,018
<u>EXPENDITURES AND OTHER REQUIREMENTS:</u>			
College Funded Programs	\$149,200	\$150,000	\$299,200
Federal Programs	172,163,922	476,536	172,640,458
State Programs	30,000,000	0	30,000,000
Short Term Student Loans	276,000	0	276,000
Transfer	309,693	0	309,693
Contingency	1,232,667	(600,000)	632,667
Sub-total	\$204,131,482	\$26,536	\$204,158,018
Unappropriated Ending Fund Balance	0	0	0
TOTAL FUND REQUIREMENTS	\$204,131,482	\$26,536	\$204,158,018
	2021-23 Biennium ADOPTED BUDGET	FY22 #1 Supplemental Budget	2021-23 Biennium ADJUSTED BUDGET
<u>CAPITAL PROJECTS FUND</u>			
<u>REVENUES:</u>			
Other Sources	\$250,000	\$0	\$250,000
Interest	65,600	0	65,600
Transfers	6,580,391	2,000,000	8,580,391
Total Operating Revenues	\$6,895,991	\$2,000,000	\$8,895,991
Beginning Fund Balance	7,761,393	842,553	8,603,946
TOTAL REVENUES	\$14,657,384	\$2,842,553	\$17,499,937
<u>EXPENDITURES AND OTHER REQUIREMENTS:</u>			
Capital Outlay	\$3,080,000	\$2,000,000	\$5,080,000
Transfers	0	0	0
Contingency	577,384	842,553	1,419,937
Sub-total	\$3,657,384	\$2,842,553	\$6,499,937
Unappropriated Ending Fund Balance	11,000,000	0	11,000,000
TOTAL FUND REQUIREMENTS	\$14,657,384	\$2,842,553	\$17,499,937

	2021-23 Biennium ADOPTED BUDGET	FY22 #1 Supplemental Budget	2021-23 Biennium ADJUSTED BUDGET
<u>CAPITAL CONSTRUCTION FUND</u>			
<u>REVENUES:</u>			
Interest	\$1,922,325	\$0	\$1,922,325
State Sources	8,000,000	0	8,000,000
Other Revenues	30,000	0	30,000
Transfers	0	0	0
Total Operating Revenues	\$9,952,325	\$0	\$9,952,325
Beginning Fund Balance	178,303,204	(38,700,801)	139,602,403
TOTAL REVENUES	\$188,255,529	(38,700,801)	\$149,554,728

EXPENDITURES AND OTHER REQUIREMENTS:

Sylvania Campus	\$62,000,000	\$6,000,000	\$68,000,000
Cascade Campus	5,500,000	(2,000,000)	3,500,000
Rock Creek Campus	9,500,000	1,000,000	10,500,000
Southeast Campus	2,000,000	2,000,000	4,000,000
District-wide Projects	78,000,000	(36,367,695)	41,632,305
Transfers	0	0	0
Contingency	25,000,000	(9,333,106)	15,666,894
Sub-total	\$182,000,000	(38,700,801)	\$143,299,199
Unappropriated Ending Fund Balance	6,255,529	0	6,255,529
TOTAL FUND REQUIREMENTS	\$188,255,529	(38,700,801)	\$149,554,728

	2021-23 Biennium ADOPTED BUDGET	FY22 #1 Supplemental Budget	2021-23 Biennium ADJUSTED BUDGET
<u>COLLEGE BOOKSTORE FUND</u>			
<u>REVENUES:</u>			
Sale of Merchandise	\$11,365,693	\$0	\$11,365,693
Interest	60,000	0	60,000
Miscellaneous Income	201,289	0	201,289
Transfers	3,934,076	0	3,934,076
Total Operating Revenues	\$15,561,058	\$0	\$15,561,058
Beginning Fund Balance	5,333,861	618,524	5,952,385
TOTAL RESOURCES	\$20,894,919	\$618,524	\$21,513,443

EXPENDITURES AND OTHER REQUIREMENTS:

Bookstore Operations	\$13,558,603	\$139,336	\$13,697,939
Transfers	340,970	0	340,970
Contingency	6,995,346	479,188	7,474,534
Sub-total	\$20,894,919	\$618,524	\$21,513,443
Unappropriated Ending Fund Balance	0	0	0
TOTAL FUND REQUIREMENTS	\$20,894,919	\$618,524	\$21,513,443

FOOD SERVICES FUND**REVENUES:**

	2021-23 Biennium ADOPTED BUDGET	FY22 #1 Supplemental Budget	2021-23 Biennium ADJUSTED BUDGET
Food Sales	\$5,976,937	\$0	\$5,976,937
Interest	(5,675)	0	(5,675)
Transfers	3,002,000	0	3,002,000
Total Operating Revenues	\$8,973,262	\$0	\$8,973,262
Beginning Fund Balance	2,394,343	152,129	2,546,472
TOTAL REVENUES	\$11,367,605	\$152,129	\$11,519,734

EXPENDITURES AND OTHER REQUIREMENTS:

Food Service Operations	\$8,422,580	\$72,630	\$8,495,210
Transfers	50,682	0	50,682
Contingency	2,894,343	79,499	2,973,842
Sub-total	\$11,367,605	\$152,129	\$11,519,734
Unappropriated Ending Fund Balance	0	0	0
TOTAL FUND REQUIREMENTS	\$11,367,605	\$152,129	\$11,519,734

TRANSPORTATION & PARKING SERVICES FUND**REVENUES:**

	2021-23 Biennium ADOPTED BUDGET	FY22 #1 Supplemental Budget	2021-23 Biennium ADJUSTED BUDGET
Parking Permits	\$4,067,755	\$0	\$4,067,755
Parking Fines	234,527	0	234,527
Misc Revenue	2,064,302	0	2,064,302
Interest	63,571	0	63,571
Transfers	3,568,098	0	3,568,098
Total Operating Revenues	\$9,998,253	\$0	\$9,998,253
Beginning Fund Balance	6,237,992	(69,874)	6,168,118
TOTAL REVENUES	\$16,236,245	(\$69,874)	\$16,166,371

EXPENDITURES AND OTHER REQUIREMENTS:

Parking Operations	\$10,061,128	\$68,930	\$10,130,058
Transfers	475,720	0	475,720
Contingency	5,699,397	(138,804)	5,560,593
Sub-total	\$16,236,245	(\$69,874)	\$16,166,371
Unappropriated Ending Fund Balance	0	0	0
TOTAL FUND REQUIREMENTS	\$16,236,245	(\$69,874)	\$16,166,371

PRINT CENTER FUND**REVENUES:**

	2021-23 Biennium ADOPTED BUDGET	FY22 #1 Supplemental Budget	2021-23 Biennium ADJUSTED BUDGET
Internal Charges	\$828,307	\$0	\$828,307
External Charges	47,000	0	47,000
Copy Machine revenues	772,327	0	772,327
Misc revenues	5,200	0	5,200
Transfers	1,325,000	0	1,325,000
Total Operating Revenues	\$2,977,834	\$0	\$2,977,834
Beginning Fund Balance	405,036	236,535	641,571
TOTAL REVENUES	\$3,382,870	\$236,535	\$3,619,405

EXPENDITURES AND OTHER REQUIREMENTS:

Print Center Operations	\$2,783,126	\$72,438	\$2,855,564
Transfers	\$120,113	0	120,113
Contingency	241,022	164,097	405,119
Sub-total	\$3,144,261	\$236,535	\$3,380,796
Unappropriated Ending Fund Balance	238,609	0	238,609
TOTAL FUND REQUIREMENTS	\$3,382,870	\$236,535	\$3,619,405

PERS INTERNAL SERVICE FUND**REVENUES:**

	2021-23 Biennium ADOPTED BUDGET	FY22 #1 Supplemental Budget	2021-23 Biennium ADJUSTED BUDGET
Charges to Depts	\$45,258,373	\$0	\$45,258,373
Interest	96,399	0	96,399
Transfers	0	1,250,000	1,250,000
Total Operating Revenues	\$45,354,772	\$1,250,000	\$46,604,772
Beginning Fund Balance	19,332,232	(1,526,238)	17,805,994
TOTAL REVENUES	\$64,687,004	(\$276,238)	\$64,410,766

EXPENDITURES AND OTHER REQUIREMENTS:

Transfers	47,758,373	0	47,758,373
Contingency	200,000	1,050,000	1,250,000
Sub-total	\$47,958,373	\$1,050,000	\$49,008,373
Unappropriated Ending Fund Balance	16,728,631	(1,326,238)	15,402,393
TOTAL FUND REQUIREMENTS	\$64,687,004	(\$276,238)	\$64,410,766

RISK MANAGEMENT FUND**REVENUES:**

	2021-23 Biennium ADOPTED BUDGET	FY22 #1 Supplemental Budget	2021-23 Biennium ADJUSTED BUDGET
Charges to Depts	\$6,490,000	\$0	\$6,490,000
Insurance Reimbursements	150,000	0	150,000
Interest	326,000	0	326,000
Transfers	4,026,500	0	4,026,500
Total Operating Revenues	\$10,992,500	\$0	\$10,992,500
Beginning Fund Balance	12,917,454	(1,554,774)	11,362,680
TOTAL REVENUES	\$23,909,954	(1,554,774)	\$22,355,180

EXPENDITURES AND OTHER REQUIREMENTS:

Self-insurance and Risk Admin	\$12,747,129	\$32,134	\$12,779,263
Transfers	\$0	0	0
Contingency	2,200,000	(211,902)	1,988,098
Sub-total	\$14,947,129	(179,768)	\$14,767,361
Unappropriated Ending Fund Balance	8,962,825	(1,375,006)	7,587,819
TOTAL FUND REQUIREMENTS	\$23,909,954	(1,554,774)	\$22,355,180

EARLY RETIREMENT FUND**REVENUES:**

	2021-23 Biennium ADOPTED BUDGET	FY22 #1 Supplemental Budget	2021-23 Biennium ADJUSTED BUDGET
Interest	\$47,600	\$0	\$47,600
Transfers	2,087,569	0	2,087,569
Total Operating Revenues	\$2,135,169	\$0	\$2,135,169
Beginning Fund Balance	305,525	(292,134)	13,391
TOTAL REVENUES	\$2,440,694	(292,134)	\$2,148,560

EXPENDITURES AND OTHER REQUIREMENTS:

Other post-retirement benefits	\$2,440,694	(292,134)	\$2,148,560
Contingency	0	0	0
Sub-total	\$2,440,694	(292,134)	\$2,148,560
Unappropriated Ending Fund Balance	0	0	0
TOTAL FUND REQUIREMENTS	\$2,440,694	(292,134)	\$2,148,560

DEBT SERVICE (G.O. BOND) FUND**REVENUES:**

	2021-23 Biennium ADOPTED BUDGET	FY22 #1 Supplemental Budget	2021-23 Biennium ADJUSTED BUDGET
Property Tax - current	\$115,230,212	\$0	\$115,230,212
Property Tax - prior	300,000	0	300,000
Interest	25,092	0	25,092
Total Operating Revenues	\$115,555,304	\$0	\$115,555,304
Beginning Fund Balance	8,107,778	983,918	9,091,696
TOTAL REVENUES	\$123,663,082	\$983,918	\$124,647,000

EXPENDITURES AND OTHER REQUIREMENTS:

Debt Service - Principal	\$93,480,000	\$0	\$93,480,000
Debt Service - Interest	25,883,082	0	25,883,082
Sub-total	\$119,363,082	\$0	\$119,363,082
Unappropriated Ending Fund Balance	4,300,000	983,918	5,283,918
TOTAL FUND REQUIREMENTS	\$123,663,082	\$983,918	\$124,647,000

PERS DEBT SERVICE FUND**REVENUES:**

	2021-23 Biennium ADOPTED BUDGET	FY22 #1 Supplemental Budget	2021-23 Biennium ADJUSTED BUDGET
Transfer from Internal PERS/Reserve	\$45,258,373	\$0	\$45,258,373
Total Operating Revenues	\$45,258,373	\$0	\$45,258,373
Beginning Fund Balance	0	0	0
TOTAL REVENUES	\$45,258,373	\$0	\$45,258,373

EXPENDITURES AND OTHER REQUIREMENTS:

Debt Service - Principal	\$25,555,000	\$0	\$25,555,000
Debt Service - Interest	19,703,373	0	19,703,373
Sub-total	\$45,258,373	\$0	\$45,258,373
Unappropriated Ending Fund Balance	0	0	0
TOTAL FUND REQUIREMENTS	\$45,258,373	\$0	\$45,258,373

June 16, 2022

22-125

APPROVAL OF PERSONNEL ACTIONS

PREPARED BY: The Human Resources Department Staff

APPROVED BY: Alisa Hampton, Recruitment Manager, Human Resources
Jennifer de Laix, Interim 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– **Annaelizabeth Fuentes**

Education Coordinator

Workforce Development

Annual Salary: \$55,335

Grade: 4

Step: 2

Effective: May 3, 2022

Applicant Flow:

Gender

Ethnicity

18 Female

0 American Indian or Alaska Native

11 Male

3 Asian

2 Not Disclosed

3 Black or African American

4 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

2 Not Disclosed

2 Two or More Selections

17 White

31 Total

Academic Professional Appointment (Temporary)– **Nicole Perez**

Cooperative Education/Student Employment Specialist

Student Affairs

Annual Salary: \$61,708

Grade: 3

Step: 7

Effective: April 25, 2022 to December 31, 2022

Applicant Flow: Article 3.64 Recruitment

Administrative Appointment (Temporary)– Justin Brewster

Library Supervisor

Academic Affairs

Annual Salary: \$65,612 Grade: F

Effective: March 21, 2022 to March 20, 2023

Applicant Flow: Direct Appointment

Administrative Appointment– Adam Holzschuh

Energy Resource Manager

Facilities Management Services

Annual Salary: \$105,173 Grade: M

Effective: July 1, 2022

Applicant Flow:

Gender

Ethnicity

2	Female	0	American Indian or Alaska Native
4	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
		6	White
		6	Total

Administrative Appointment (Temporary)– Luis Menchu

Application Services Director

Information Technology

Annual Salary: \$134,401

Effective: April 25, 2022 to January 24, 2023

Applicant Flow: Direct Appointment

Administrative Appointment (Temporary)– Rebecca Ocken

Planning and Capital Construction Director

Planning and Capital Construction

Annual Salary: \$131,544

Effective: May 2, 2022 to June 30, 2023

Applicant Flow: Direct Appointment

Administrative Appointment (Temporary)– Theresa Payne

Compliance & Title IX Co-Coordinator

Office of Equity and Inclusion

Annual Salary: \$73,909

Effective: May 3, 2022 to July 1, 2023

Applicant Flow: Direct Appointment

Administrative Appointment (Temporary)– Julie YeagerWalker

Associate P&CC Project Manager

Bond Program

Annual Salary: \$97,329 Grade: K

Effective: May 23, 2022 to June 30, 2023

Applicant Flow:

Gender	Ethnicity
3 Female	0 American Indian or Alaska Native
3 Male	1 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
	5 White
	<hr/> 6 Total

Faculty Appointment (Temporary)– Lucas Briggs

Instructor, Welding / OMIC

Advanced and Applied Technologies Pathway / Academic Affairs

Annual Salary: \$62,665 Step: 3

Effective: September 1, 2022 to June 20, 2023

Applicant Flow: Article 3.64 Recruitment

Faculty Appointment (Temporary)– Kelly LeFave

Instructor, Writing

Academic Foundations, Essentials & Gateways Pathway / Academic Affairs

Annual Salary: \$348.18 / day Step: 3

Effective: April 2, 2022 to June 20, 2022

Applicant Flow:

Gender	Ethnicity
3 Female	0 American Indian or Alaska Native
0 Male	0 Asian
2 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
	3 White
	<hr/> 5 Total

Faculty Appointment (Temporary)– James Sauls

Instructor, Math

Advanced and Applied Technologies Pathway / Academic Affairs

Annual Salary: \$337.18 / day Step: 2

Effective: April 2, 2022 to June 20, 2022
Applicant Flow: Article 3.64 Recruitment

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN THE JUNE 16, 2022 PERSONNEL REPORT**

Female	6
Male	5
Not Disclosed	0
	<hr/> 11

American Indian/Alaskan Native	0
Asian	0
Black or African American	0
Hispanic/Latino	3
Native Hawaiian/Pacific Islander	0
Not Disclosed	1
Two or More Selections	0
White	7
	<hr/> 11

June 16, 2022

22-126

CONTINUOUS APPOINTMENT: ADMINISTRATION

PREPARED BY: Snehal Patil, Employee Relations Specialist, Human Resources

APPROVED BY: Jennifer de Laix, Interim Associate Vice President, Human Resources
Mark Mitsui, President

REPORT: The President RECOMMENDS that the following Administrators, having fulfilled the required probationary period, be granted continuous appointment, effective July 1, 2022:

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

RECOMMENDATION:	<u>Continuous Appointments</u>	<u>Job Title</u>
	James Hill	Mgr/Public Relations
	Andrew Lattanner	Dir/OR Mnfg Innovation Center
	Lauren Smith	Dean Student Belong & Wellbeing
	Emily McNamara	HR Business Process Specialist

June 16, 2022

22-127

CONTINUOUS APPOINTMENT: ACADEMIC
PROFESSIONAL

PREPARED BY: Snehal Patil, Employee Relations Specialist, Human Resources

APPROVED BY: Jennifer de Laix, Interim Associate Vice President, Human Resources
Mark Mitsui, President

REPORT: The President RECOMMENDS that the following Academic Professionals, having fulfilled the required probationary period, be granted continuous appointment, effective September 1, 2022:

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

RECOMMENDATION:	<u>Continuous Appointments</u>	<u>Job Title</u>
	Autumn Bullard	Asst Coord/Stdnt Ldrshp
	Nichole Reding-Hoffart	Spec/Academic Support
	Andrea Reyes	Spec/Student Res
	Francois Wevers	Coord/Bus Trng & Ed Dev
	Gonzalo Calderon	Spec/Admission/5% bil
	Gabriela Garcia	Spec/Comm Res/5% bil
	David Glass	Coord/Comm Ed Program
	Jeffery Hall	Coord/Resource Prog III
	Celeste Hamilton Dennis	Spec/Marketing
	Michelle Marusek	Enrollment Advisor
	Kate Morgan	Spec/Student Res
	Jennifer Jett	Enrollment Advisor
	Lena Leksunkin	Coord/Financial Aid
	Reimi Patterson-Davidson	Enrollment Advisor
	Jacob Montie	Coord/Enrollment Services
	Jade Menchaca	Coord/Recycling Program

June 16, 2022

22-128

CONTINUOUS APPOINTMENT: FACULTY

PREPARED BY: Snehal Patil, Employee Relations Specialist, Human Resources

APPROVED BY: Jennifer de Laix, Interim Associate Vice President, Human Resources
Mark Mitsui, President

REPORT: The President RECOMMENDS that the following Faculty, having fulfilled the required probationary period, be granted continuous appointment, effective September 1, 2022:

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

RECOMMENDATION:	<u>Continuous Appointments</u>	<u>Job Title</u>
	Jimena Alvarado	Instr/Women's Studies
	Stephanie Bryan	Instr/Chemistry
	Lauren Hull	Instr/Geography
	Kelly Kehoe	Instr/Communication Studies
	Jennifer Margolis	Counselor
	Lara Mendicino	Instr/ABE/ESL
	Zeinab Saab	Instr/Vis Arts
	Daniel Zuniga	Instr/Auto Serv Tech
	Po-Chin Cheng	Instr/Comp Information Systems
	Kristopher Chew	Instr/Alcohol & Drug Counselor
	Amy Curry	Instr/Math
	Alena Fehr	Instr/Medical Assisting
	Sara Hill	Instr/Dental Hygiene
	Jessica Beck	Instr/Art

June 16, 2022

22-129

COMMENDATION OF RETIRING EMPLOYEE -
FAYE LAURIN (21 YEARS)

PREPARED BY: Melissa Morton, HRIS Specialist, Human Resources

APPROVED BY: Jennifer de Laix, 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: Faye Laurin has performed faithfully in her duties as Part-time Food Service Associate for Portland Community College since September 19, 2001. She retires effective June 30, 2022.

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

June 16, 2022

22-130

COMMENDATION OF RETIRING EMPLOYEE –
SCOTT JUDY

PREPARED BY: Michelle Lee, HRIS Specialist, Human Resources

APPROVED BY: 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: Scott Judy has performed faithfully in his duties as a Welding Instructor for Portland Community College since November 9, 1992. He retires effective July 1, 2022.

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

June 16, 2022

22-131

COMMENDATION OF RETIRING EMPLOYEE -
MARK MITSUI (6 YEARS)

PREPARED BY: Melissa Morton, HRIS Specialist, Human Resources

APPROVED BY: Jennifer de Laix, Interim Associate Vice President,
Human Resources
Mohamed Alyajouri, Chair

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: Mark Mitsui has performed faithfully in his duties as College President for Portland Community College since August 29, 2016. He retires effective June 30, 2022.

President Mitsui has provided critical and strategic leadership for the College during a time of unprecedented changes in higher education. His commitment to the mission of community colleges led to many significant accomplishments that broke down equity barriers and provided critical access to students and communities across the College's service areas. His vision and steadfast commitment to equitable student success fundamentally changed the landscape for state policy, advocacy, and investments in workforce education and training.

From overseeing the first center opening in Oregon to specifically supporting undocumented students, to helping get benefit navigators at each public college and university and to championing the role of a community college in building a strong regional workforce, President Mitsui's leadership will have reverberations throughout the region for decades to come.

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

June 16, 2022

22-132

APPROVE INCREASE IN AUTHORIZED AMOUNT FOR
E-BUILDER PROGRAM MANAGEMENT SOFTWARE
FOR THE 2017 BOND

PREPARED BY: John MacLean, Finance & Procurement Manager,
Planning & Capital Construction

FINANCIAL
RESPONSIBILITY: Rebecca Ocken, Interim 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: As part of the 2008 Bond Program the College identified
the need for an owner construction project management
system. After a competitive process, E-Builder was
selected and the purchase was made through the Dell
contract approved by the January 2010 board through
BA10-054.

At the June 2014 meeting the Board, through BA14-149,
approved the continued use of E-Builder and the switch
to purchasing the licenses directly from E-Builder.

At the March 2018 meeting the Board, through BA18-
083, approved continuing E-Builder through June 2022 to
cover 2017 Bond projects.

Completion of the 2017 Bond projects will require a
further two-year extension to allow projects to be closed
out.

Since the original contract was executed, E-Builder has
been purchased by Trimble who continue to market and
support the product as E-Builder.

The Community College Rules of Procurement CCR.212
allow for the purchase of proprietary software without
additional competition. Trimble is the sole provider of the

E-Builder cloud software.

The estimated cost for two further years is \$350,000.

At the initial time of procurement, no COBID certified company was able to provide these services.

RECOMMENDATION: That the Board of Directors authorize the College to continue to contract with Trimble for use of E-Builder through June, 2024 at an estimated cost of \$350,000. Funding is from the 2017 Bond.

June 16, 2022

22-133

RATIFY AWARD OF EMERGENCY CONTRACT TO
PENCE CONSTRUCTION FOR ROCK CREEK BUILDING 9
RE-ROOF PROJECT

PREPARED BY: John MacLean, Finance & Procurement Manager, Planning
& Capital Construction

FINANCIAL
RESPONSIBILITY: Rebecca Ocken, Interim Director, Planning & Capital
Construction

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

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

REPORT: Building 9 at Rock Creek suffered multiple roof leaks over
the past winter. P&CC staff contracted with Hacker
Architects to carry out an assessment of the roof and make
recommendations. That report was received in April 2022
and recommended that the roof be replaced before we
entered another rainy season.

A roof assessment that had been carried out in 2017
estimated that the roof had ten years left before needing
replacement so it was not a planned project for the current
bond.

There are currently significant supply chain issues in the
procurement of roofing materials and orders need to be
placed now to ensure availability for a Summer 2022 roofing
project. As the normal College procurement process for a
project such as this would delay procurement beyond the
timeline to allow the project to be completed within the
recommended time frame the College declared an
Emergency and contracted directly with Pence Construction
to carry out the work on a design build basis.

The initial contract value is \$327,201 which includes design
services and the early procurement of materials. Pence will
propose a GMP when costs have been finalized and this will
be brought to a future board meeting.

Pence is aware of the College goals for COBID and Workforce participation and will work with the College to maximize participation. Pence has been successful in meeting or exceeding these goals on other PCC projects.

RECOMMENDATION: That the Board of Directors ratify the award of a Design Build contract to Pence Construction for the Rock Creek Building 9 roof replacement in the amount of \$359,921 which includes a 10% contingency. Funding is from the 2017 Bond.

June 16, 2022

22-134

RATIFY AWARD OF CONTRACTS DURING COVID-19
DECLARED EMERGENCY

PREPARED BY: Michael Mathews, College Purchasing Manager, Finance Services
John MacLean, Finance & Procurement Manager,
Planning & Capital Construction

FINANCIAL RESPONSIBILITY: Dina Farrell, Associate Vice President, Finance Services
Rebecca Ocken, Interim 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: In accordance with the criteria and authority prescribed in PCC-47-0280, PCC-48-0200(1)(a), PCC-49-0150, and ORS ORS 279B.080, 279C.110(11), an emergency declaration was requested and declared on March 25, 2020 in order to ensure the prompt execution of College contracts to support the continuation of operations. Subsequent extensions were issued July 2, 2020, December 31, 2020, June 30, 2021 and the final extension on December 22, 2021. The final extension was terminated effective April 1, 2022 to coincide with the Governors termination of Oregon's COVID-19 emergency declaration (21-36).

The general circumstances leading to the College declaration included the following: On March 8, 2020, the Governor of the State of Oregon declared by Executive Order No. 20-03 a statewide public health state of emergency due to the outbreak of COVID-19. Thereafter, the World Health Organization declared that the COVID-19 outbreak is a global pandemic, the President of the United States declared the COVID-19 outbreak a national emergency, the Multnomah County Chair signed Executive Rule No. 388 declaring a state of emergency relating to COVID-19 in Multnomah County, and the City of Portland declared a local emergency relating to

COVID-19 within the City of Portland. The Governor subsequently extended the Emergency Declaration and additionally issued Executive Order 20-28 which set minimum standards and requirements for the Operation of Higher Education Institutions during COVID-19.

The spread of COVID-19 caused widespread closures and cancellations in the region and across the country. Public health officials recommended at a minimum isolation and social distancing. The declarations, work from home mandates, isolation, and social distancing did not allow for job site walks, in person pre-solicitation meetings, public opening of Bids or Proposals.

The COVID-19 pandemic event was determined to be not foreseeable and the risk assessment found that a substantial risk of loss, damage, a substantial threat to public health, welfare, safety or interruption of services to staff and students could occur if procurements were not performed and expedited as needed.

As a requirement of the declaration the College Purchasing Manager was required to review and ensure each contract utilized competition that was reasonable and appropriate under the emergency circumstances.

RECOMMENDATION: That the Board of Directors ratify the below contracts entered into between March 25, 2020 and April 1, 2022 under the COVID-19 Emergency Declaration as described above.

Vendor	Spend under Emergency	Contract End Date	Description	Notes
Windward Filtration	\$138,358.60	Jun 30, 2021	Merv 13 air filters to meet new requirements	Upgraded to recommended filters to better protect students and staff.
Trane US Inc	\$203,779.00	Nov 30, 2021	College wide Air Balancing services	Multiple contracts (based on a cooperative) for balancing services.
The Gunter Group	\$226,800.00	Mar 15, 2022	Health & Safety Consultant and Project Manager Analyst for COVID-19 reopening plan	Direct Awarded contract for consultant for Environmental Health and Safety
Pence Construction	\$78,504.00	Mar 31, 2021	Rock Creek Isolation Room	Direct awarded to a contractor already on site.
NW Engineering	\$218,845.00	Feb 28, 2022	College wide Air Balancing services	Multiple contracts for HVAC balancing
Northwest Control Company	\$659,875.00	Mar 31, 2022	College wide HVAC controls modifications	Multiple contracts for HVAC controls modification.
Neudorfer	\$111,850.00	Jun 30, 2022	College wide Air Balancing services	Multiple contracts for air balancing
Lease Crutcher Lewis	\$49,432.00	Jan 21, 2021	SY Isolation Room	Direct awarded contract to a contractor already on site.
General Sheet Metal	\$19,879.00	Nov 15, 2021	College wide HVAC Upgrades	Multiple contracts for HVAC upgrades
Cherry City Electric	\$98,932.74	Nov 30, 2021	348-15 Amd 4 & Amd 5. Electrical maintenance & Low Voltage Services.	Price Agreement extended past the identified date of the contract resulting from a Formal RFP.
Cedar Mill Construction	\$6,500.00	Mar 31, 2021	General construction services.	Price Agreement extended past the identified date of the contract resulting from a Formal RFP.
AutoMatic LLC	\$70,800.00 (cost for life of contract)	Jan 12, 2027	Automated Teller Machine (ATM) installation, maintenance and repair	ATM replacements for reopening. Two quotes were obtained.
Atum group	\$883,100.00	Apr 29, 2022	Consulting for compliance with COVID-19 requirements related to in-person instruction. Environmental Health and Safety Planning Consultant, Finance Consultant.	Multiple directly awarded consultant contracts amended beyond threshold. Impractical to change providers due to time constraints and consultant's knowledge of our systems.
3Play Media	\$215,604.00	Mar 31, 2022	Transcription-Captioning Services for Disability Services and Online Learning	Existing Contract was amended due to the increased requirement of remote/ online classes.

June 16, 2022

22-135

AUTHORIZATION TO REFUND STUDENT
TRANSPORTATION FEE FOR SUMMER TERM 2022

PREPARED BY: Michelle Brown, 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 2022 term because TriMet passes are being sold only on an as-needed basis for those students needing to get to campus during the Summer 2022 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. Since minimal TriMet student select passes have been purchased for the Summer 2022 term there is little to no substantial lost revenue due to refunding the fee in the Summer 2022 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 2022.

June 16, 2022

22-136

APPLY TO THE HIGHER EDUCATION
COORDINATING COMMISSION FOR APPROVAL OF
THE MARITIME SHIPFITTER AND WELDER LESS
THAN ONE-YEAR CAREER PATHWAY CERTIFICATE
FOR PORTLAND COMMUNITY COLLEGE

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

FINANCIAL RESPONSIBILITY: Karen Sanders, Pathway Dean, Applied and Advanced Technologies

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

REPORT: The proposed Maritime Shipfitter and Welder Less Than One-Year Career Pathway Certificate will provide training in advanced welding theory and application for the marine industry. Focus includes: Ship Fitting, Oxyfuel Cutting, Carbon Arc Gouging (CAC-A), Shielded Metal Arc Welding (SMAW) and Flux Cored Arc Welding (FCAW). After completing this certificate, students can apply for entry-level welding positions. The maritime welding content will give students a competitive advantage for positions in shipyard environments. This 12-credit certificate prepares students to weld both indoor and the outdoor settings in all weather conditions and in confined spaces. Students will test for a range of maritime recognized certifications including ABS, AWS and NAVSEA certifications.

STRATEGIC 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 Maritime Welding Less Than One-Year Career Pathway Certificate for Portland Community College.

June 16, 2022

22-137

APPLY TO THE HIGHER EDUCATION
COORDINATING COMMISSION FOR APPROVAL OF
THE MARITIME WELDING LESS THAN ONE-YEAR
CAREER PATHWAY CERTIFICATE FOR PORTLAND
COMMUNITY COLLEGE

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

FINANCIAL RESPONSIBILITY: Karen Sanders, Pathway Dean, Applied and Advanced Technologies

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

REPORT: The proposed Maritime Welding Less Than One-Year Career Pathway Certificate will provide training in welding theory and application for the marine industry. Focus includes: Ship Fitting, Oxyfuel Cutting, Carbon Arc Gouging (CAC-A), Shielded Metal Arc Welding (SMAW) and Flux Cored Arc Welding (FCAW). After completing this certificate, students can apply for entry-level welding positions. The maritime welding content will give students a competitive advantage for positions in shipyard environments. This 12-credit certificate prepares students to weld both indoor and the outdoor settings in all weather conditions and in confined spaces.

STRATEGIC 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 Maritime Welding Less Than One-Year Career Pathway Certificate for Portland Community College.

June 16, 2022

22-138

BOARD RESOLUTION FOR MANAGEMENT,
CONFIDENTIAL AND EXECUTIVE SALARY AND BENEFIT
ADJUSTMENTS FOR FY 2022-2023

PREPARED BY: Jennifer de Laix, Interim Associate Vice President, Human Resources

APPROVED BY: Mark Mitsui, President

REPORT: This resolution adjusts the salary structure for Management, Confidential and Executive employees of the College and authorizes increases to the base salary of each individual employed in these three employee groups.

Survey data from multiple sources during the current year has been reviewed. The data comes from the Portland Area Cross Industry Survey, Government/Educations (Milliman); Northwest Management Salary Survey, Government/Education (Milliman); and the World at Work Salary Budget Survey. The data from these sources show an average structure adjustment of 2.5% and an average individual incumbent salary adjustment of 3.3%.

RECOMMENDATION: That the Board of Directors approve for FY 2022-2023 the following adjustments:

For Management and Executive employees a 3.5% increase to the salary structure;

For Confidential employees a 4.5% increase to the salary structure;

An increase of 3.0% applied to the salaries of each individual management, confidential and executive employee;

All such adjustments to be applied in accordance with Human Resources practice and to be effective as of the first pay period of FY 2022-2023; and

That the college maximum monthly contributions for health insurance for Management, Confidential and Executive employees be increased based on the employee's elected tier of enrollment as follows: Employee only: \$773; Employee + spouse: \$1416; Employee + child(ren): \$1315; Family: \$1667.

June 16, 2022

22-139

CENSURE OF DIRECTOR MICHAEL SONNLEITNER FOR
INAPPROPRIATE AND DISRESPECTFUL COMMENTS TO
STUDENTS AND STAFF AT THE MAY 19, 2022, BOARD
MEETING

PREPARED BY: Jeffrey Condit, College Legal Counsel, Miller Nash

APPROVED BY: Mark Mitsui, President

REPORT: This resolution is to officially censure Director Michael Sonnleitner for inappropriate and disrespectful comments made to students and staff at the May 19, 2022 board meeting.

Board Policy BP 2356 (Governance Standard and Censure) authorizes the Board to censure one of its members for violation of law or board policy. Board Policy BP 2715 (Code of Ethics/Standards of Practice) requires Board members to “[a]ct 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.”

The Board finds that Director Sonnleitner violated the Code of Ethics/Standards of Practice with his behavior during the May 19 board meeting. Director Sonnleitner accused student and staff presenters on the proposed changes to student governance of conducting a “coup,” questioned their expertise and experience, and questioned the credibility of their work. His accusatory rhetoric displayed a lack of respect and decorum for students and staff, and denigrated the process of student-led governance.

The Board’s findings are based upon personal attendance at the May 19 meeting and/or review of the recording and transcript of that meeting.

Prior to voting on this resolution, BP 2356 requires the Board to conduct a public hearing and consider any evidence and testimony presented by Director Sonnleitner or any other interested party.

RECOMMENDATION: That the Board of Directors, based upon the findings and evidence described in the above report, and after considering public testimony, censure Director Michael Sonnleitner.

It is against the College's policy for any manager, supervisor, faculty member, staff member, or student to engage in prohibited harassment or discrimination of any member of the College community. PCC adheres to all federal, state, and local civil rights laws and regulations prohibiting discrimination in public institutions of higher education, including 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; Titles I and II of the Americans with Disabilities Act of 1990 (as amended); the Age Discrimination in Employment Act, the Uniformed Service Employment and Reemployment Rights Act, and all applicable federal, state, and local civil rights laws. PCC does not discriminate against any employee, applicant for employment, student, or applicant for admission on the 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 including protections for those opposing discrimination or participating in any resolution process on campus, with the Equal Employment Opportunity Commission or other human rights agencies. This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the PCC community who acts to deny, deprive, or limit the educational or employment and/or social access, benefits, and/or opportunities of any member of the PCC community, guest, or visitor on the basis of their actual or perceived membership in the protected classes listed above is in violation of PCC's policy on nondiscrimination.