



PORTLAND COMMUNITY COLLEGE BOARD OF DIRECTORS

# Business Meeting



October 20, 2022

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](mailto:boardmember@pcc.edu), please use ACCESSIBILITY in the subject line.

# Board of Directors Goals 2022-2023

## Belonging

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

- Monitor the recruitment, hiring, and retention of employees of color.
- Monitor the awarding of contracts to D/M/W/ESB/SDV companies.
- Integrate diversity, equity, and inclusion into its policymaking processes and all
- board functions.
- Support a people-centered approach to the well-being of students and staff.

## Delivery

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

- Monitor semiannual performance on 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.).
- Support the president in Workplace Transformation.

## 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.
- Support successful on-boarding of the president.
- Engage in strategic advocacy with city, county, regional, state, and federal governments.
- Support successful passage for the 2022 Bond Measure.
- Engage in Board development by participating in evaluations, professional development, and training.
- Support the strategies around the accreditation recommendations and actively contribute to a successful accreditation cycle.

## Workforce

**Strategic Goal:** Advocate for workforce development.

- Understand strategic-level workforce data to support the alignment of pathways to close talent and opportunity gaps and move students into quality, livable wage careers, increasing economic mobility.
- Advocate for and support state and federal investments in community colleges to promote equitable workforce development.

### The PCC Board of Directors Working Agreement:

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

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

October 20, 2022  
Sylvania Campus  
CC Building, Rooms A/B  
Streaming Link: <https://portlandcc.zoom.us/j/97276781122>

**AGENDA**

- 3:00 PM **NOTICE OF PUBLIC HEARING ON BOND MEASURE**  
A public hearing on the proposed Bond Measure for Portland Community College, Multnomah County, State of Oregon, will be held by the Tax Supervising and Conservation Commission.
- The hearing will take place at Portland Community College, 12000 SW 49<sup>th</sup> Avenue, Sylvania Campus, CC Building, Conference Rooms 233A/B on Thursday, October 20, 2022 at 3:00 pm. The purpose of this hearing is to discuss the proposed measure with interested persons. Any person may appear at the hearing where public input will be received.
- 4:00 PM **EXECUTIVE SESSION** In accordance with ORS 192.660 (2), (d) labor negotiations 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](mailto:boardmember@pcc.edu) by noon of the meeting date. Please use MEDIA REQUEST in the subject line.
- 4:45 PM **WORK SESSION/BOARD DINNER** **OAK/ELM/FIR ROOMS**
- Mid-Year Retreat
  - [President's Workplan and Goals](#)
  - [BP 2361 Information Request](#)
  - [BP 2735 Board Member Travel](#)
- 6:30 PM **BUSINESS SESSION**  
**Call to Order**
- Land Acknowledgment
  - Approval of Agenda—October 20, 2022
  - Approval of Minutes— September 15, 2022
- 6:35 PM **PRESIDENT'S UPDATES**
- College Updates
  - President's Report
  - [Personnel Report](#)

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6:45 PM

## INFORMATION SESSIONS

**ENTERPRISE:** Cultivate a long-term sustainable college enterprise

- [CM/GC Report - OMIC, RC DSTB](#)— Rebecca Ocken and Gary Sutton

7:05 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. Deadline for signups: Wednesday, October 18 at 5:00 pm.

7:20 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.)

### RETIREES

Page

23-058	Commendation of Retiring Employee – Ferede Kassa (18 Years).....	108
23-059	Commendation of Retiring Employee – Lisa Kresse (13 Years) .....	109

### BIDS AND CONTRACTS

23-060	Acknowledge Final Evaluation of Use of Alternative Contracting Method for the Rock Creek Campus Dealer Services Technology Building (DSTB) Project .....	110
23-061	Acknowledge Final Evaluation of Use of Alternative Contracting Method for the Oregon Manufacturing Innovation Training Center (OMIC) Project.....	116
23-062	Contract Approval for Sylvania Health Technologies Building Workstations and Office Furniture to PacificWRO .....	123
23-063	Contract Approval for Sylvania Health Technologies Building Classroom and Ancillary Furniture to Pacificwro, Newjee LLC, Corporate Environments of Oregon Inc, Peoplespace .....	125
23-064	Authorization to Contract with Carahsoft Inc. for AODocs Software .....	128

### BOARD

23-065	Adoption of the College Calendar of Instruction for 2022-23 through 2025-26.....	129
23-066	Name the Dental Hygiene Classroom in the Vanport Building Dental Sciences Program Space in Honor of Diane Hardiman Smith .....	135
23-067	Appointment of Board Role .....	136
23-068	Approve Portland Community College 2022-2023 President's Goals.....	137

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7:30 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. Deadline for signups: Wednesday, October 19 at 5:00 pm.

7:45 PM

**REPORTS**

- Student Update—Lauren Riddle, Student Board Member
- PCC Federation of Classified Employees (AFT Local 3922)—Jeff Grider, President
- PCC Federation of Faculty and Academic Professionals (AFT Local 2277)—Frank Goulard, President
- Board Members

8:05 PM

**ADJOURNMENT**

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

September 15, 2022

**BOARD MEETING MINUTES**

**ATTENDANCE**

Mohamed Alyajouri, Serin Bussell, Laurie Cremona Wagner, Tiffani Penson, Dan Saltzman, Michael Sonnleitner, Kristi Wilson, Lauren Riddle

**EXECUTIVE SESSION**

The PCC Board of Directors met in accordance with ORS 192.660 (2) the PCC Board of Directors will now meet in Executive Session to discuss (h) litigation. Vice President Blumenthal provided an update on current litigation.

**WORK SESSION**

The Board of Directors met in a Work Session to discuss the 2022-2023 Board Goals and BP 2735. Dr. Bennings presented a draft of her workplan and goals.

**BUSINESS SESSION**

Chair Penson called the Business Meeting to order at 6:43 pm and shared the Land Acknowledgement.

The September 15, 2022 agenda was approved as published. Alyajouri//Sonnleitner

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

**APPROVAL OF THE MINUTES**

The August 15, 2022 minutes were approved as published. Sonnleitner/Saltzman

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

**RECOGNITIONS**

Dr. Bennings recognized Nerva Pfund on her retirement from PCC after serving 31 years. Director Alyajouri was also recognized for his service as Board Chair for the past two years.

**INFORMATION SESSIONS**

Updates and Reports were provided on the following topics:

ENTERPRISE: Cultivate a long-term sustainable college enterprise

- [Bond Public Education Campaign](#) – Rebecca Ocken, Interim Director, Planning & Capital Construction and Greg Harris, Director, Marketing and Communications

- [CM/GC Report](#) - B2, B3, B7, CA Sim Lab, SY AM — Rebecca Ocken, Interim Director, Planning & Capital Construction; Gary Sutton, Project Manager, Planning & Capital Construction; and Jaime English, Project Manager, Planning & Capital Construction

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

- [Future Ready Oregon](#)--Sage Learn, Director, Government Relations

### **PUBLIC COMMENT ON AGENDA ITEMS**

None

### **CONSENT AGENDA**

Chair Penson proposed approval of Resolutions 23-043 through 23-057. Alyajouri/Bussell

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

### **BOARD BUSINESS**

Non-Consent Agenda: Motion to Approve 2022-2023 PCC Board of Directors Goals

Wilson/Sonnleitner

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

### **PUBLIC COMMENT ON NON-AGENDA ITEMS**

Mike Guthrie: Keeping the PCC Pool facilities open

Jane Loverin: STP - Save The Pools (REMOTE)

### **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 Lauren Riddle on behalf of the District Student Council.

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 8:20 pm.

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Tiffani Penson, Chair

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Dr. Adrien L. Bennings, President

Prepared by:

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Jeannie Moton, Executive Coordinator

Minutes approved on October 20, 2022

October 20, 2022

23-058

COMMENDATION OF RETIRING EMPLOYEE -  
FEREDE KASSA (18 YEARS)

PREPARED BY: Michelle M. Lee, HRIS Specialist, Human Resources

APPROVED BY: Julie Kinney, Director, Human Resources  
Dr. Adrien L. Bennings, President

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

REPORT: Ferede Kassa has performed faithfully in his duties as a  
Custodian for Portland Community College since July 21,  
2004. He retires effective September 30, 2022.

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



October 20, 2022

23-059

COMMENDATION OF RETIRING EMPLOYEE - LISA  
KRESSE (13 YEARS)

PREPARED BY: Michelle Lee, HRIS Specialist, Human Resources

APPROVED BY: Julie Kinney, Director, Admin. Services, HR  
Dr. Adrien L. Bennings, President

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

REPORT: Lisa Kresse has performed faithfully in her duties as an  
Accounting Tech II and Accountant II for Portland  
Community College since September 23, 2009. She  
retires effective September 30, 2022.

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

October 20, 2022

23-060

ACKNOWLEDGE FINAL EVALUATION OF USE OF  
ALTERNATIVE CONTRACTING METHOD FOR THE  
ROCK CREEK CAMPUS DEALER SERVICES  
TECHNOLOGY BUILDING (DSTB) PROJECT

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

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

APPROVED BY: Eric Blumenthal, Executive Vice President, Finance &  
Administration  
Dr. Adrien L. Bennings, President

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

REPORT: ORS 297C.335 requires the College to obtain Board  
approval prior to using an alternative contracting method.

At the October 18, 2018 meeting, the Board, through BA  
19-039, approved the use of the Design/Build (DB)  
contracting method for the DSTB project at the Rock  
Creek campus.

At the January 17, 2019 meeting the Board, through BA  
19-066, approved the award of a contract to the Robert  
Evans Company for this project.

ORS 297C.355 requires an evaluation at completion of  
the project that covers the following topics;

(1)The actual project cost as compared with original  
project estimates;  
(2)The amount of any guaranteed maximum price;  
(3)The number of project change orders issued by the  
contracting agency;  
(4)A narrative description of successes and failures  
during the design, engineering and construction of the  
project; and  
(5)An objective assessment of the use of the alternative

contracting process as compared to the findings required by ORS 279C.335 (Competitive bidding).

The evaluation is presented below;

**(1) The actual project cost as compared with original project estimates;**

The actual project cost was \$8,606,214 compared to the initial project estimate of \$5,300,000. The initial project budget was based on a high-level, feasibility study. When more detailed programming was completed, it was clear that the initial budget was too low. Funds were added to the project budget rather than reducing the scope of work.

**(2) The amount of any guaranteed maximum price (GMP);**

The GMP was \$6,473,299.

**(3) The number of project change orders issued by the contracting agency;**

Thirteen change orders affecting the contract amount were issued totaling \$1,425,983. The bulk of these were owner requested changes, including increases in scope identified after the design phase was completed.

**(4) A narrative description of successes and failures during the design, engineering and construction of the project;**

The Dealer Services Technology Building (DSTB) project delivered on a unique industry partnership and custom program needs despite a number of setbacks due to the pandemic and associated issues with global supply lines and labor shortages. The project experienced delays due to shortages and extended lead times for all materials and equipment. Some additional costs were incurred due to owner changes to the program. This resulted in additional costs to the project as not all program needs were identified in a timely manner. The contractor maintained open communication regarding these delays and allowed for open dialogue on how best to mitigate these issues.

**(5) An objective assessment of the use of the alternative contracting process as compared to the findings required by ORS 279C.335 (Competitive bidding);**

*(a) The exemption is unlikely to encourage favoritism in awarding public improvement contracts or substantially diminish competition for public improvement contracts.*

**Comment:** Competitive RFP processes enabled PCC to solicit qualifications-based proposals for this project. The Design/Build solicitation process was formally advertised in local trade and business publications. Two proposals were received with responses required on specific criteria. Proposal evaluations were conducted and interviews were held with the highest-ranking proposers.

*b) Awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the contracting agency or the state agency that seeks the exemption to the contracting agency or the public. In approving a finding under this paragraph, the local contract review board shall consider the type, cost and amount of the contract and, to the extent applicable to the particular public improvement contract or class of public improvement contracts, the following:*

*(A) How many persons are available to bid;*

**Comment:** PCC posted the Request for Proposals on numerous state and commercial websites and in local trade and business newspapers and conducted outreach to COBID registered firms. The College received two proposals. Each proposal was evaluated, graded and interviews were held with the highest-ranking teams.

The successful general contractor advertised in local trade and business publications including those targeting minority and disadvantaged subcontractors for work not performed by the Design/Builder. Multiple bids for the various scopes of work were received with the contracts awarded to the lowest responsive and responsible bidders. A number of the subcontracts were awarded to state-certified minority, woman-owned and emerging

small businesses (MWESB) contractors. 25% of the contract value was awarded to MWESB firms which exceeded the project goals.

*(B) Operational, Budget and Financial Data;*

**Comment:** The final project costs were noted in the findings above. The final construction costs included owner-accepted, value engineered items, owner-directed and design-related changes, allowances, alternates added back into the project scopes and other factors for final GMP costs.

*(C) Public benefits;*

**Comment:** There were significant benefits to the public, including:

I. Qualifications-based RFP selection process allowed PCC to award the contracts to the firm it believed was the most responsive and technically capable to manage the scope of work.

II. The Design/Builder completed the team and was actively involved in design and constructability issues.

III. Competitively bid trade work ensured the College received the best value.

IV. 1st tier trade partners were secured early and provided valuable preconstruction services to the team. Their involvement led to a more comprehensive and beneficial value engineering process and provided sound advice and technical expertise to the design and owner teams.

V. Focus on PCC's outreach and diversity in the workplace goals resulted in the Design/Builder placing an emphasis on minority participation and mentoring and monitoring of actual contracting achievements.

VI. Open book transparency of the project's costs enabled the College to maximize the use of bond funds while keeping costs in check. The project budget was reconciled with deductive change orders as unused project funds or contractor contingency funds were returned to the College.

VII. Comprehensive construction scheduling ensured that the work was completed in sequences that supported phased relocations of programs and staff and ensured continuous campus operations with minimum disruptions.

*(D) Value engineering techniques;*

**Comment:** The design and construction teams worked together to help control costs and maintain the overall construction budget. Rigorous value engineering efforts conducted during the design development phase identified potential savings and provided opportunities to reduce costs across the project.

*(E) Specialized expertise;*

**Comment:** The Design/Builder was required to have proven expertise in complex construction projects in order to accommodate the creation of a new building of this type.

*(F) Any likely increases in public safety;*

**Comment:** PCC was able to review the safety history of the proposing firms as a result of the selection process.

*(G) Reduce risks to the contracting agency;*

**Comment:** The Design/Build process fostered an open environment whereby risks were addressed by the owner/architect/contractor stakeholder teams before adverse consequences revealed themselves.

*(H) Whether granting the exemption will affect the sources of funding;*

**Comment:** The exemption from competitively bidding the general contracting services did not affect the projects' funding sources. Funding came from the general obligation bonds passed by voters in the November 2017 elections.

*(I) Market conditions;*

**Comment:** Construction market conditions were very challenging at the time the Board adopted the findings and approved the alternative contracting delivery. COVID-19 affected the capacity of sub-contractors to take on work and caused significant price and schedule impacts for some materials. Given this, it is unlikely a traditional contracting process would have increased

competition.

*(J) Technical complexity;*

**Comment:** The project was new development for the College however the Design/Build team had built similar buildings for industry partners. This knowledge proved beneficial in developing the design for the building.

*(L) Whether the public improvement will be occupied or unoccupied during construction;*

**Comment:** This was new construction at the Rock Creek Campus. A large part of the work was completed while the College was closed for COVID but the final stages were done as students began to return to campus.

*(M) Whether the public improvement will require single or multiple phases of construction work;*

**Comment:** This was a single phase project.

*(N) Whether the contracting agency has retained under contract, and will use contracting agency or state agency personnel, consultants and legal counsel;*

**Comment:** No contracting agency or state agency personnel, consultants or legal counsel retained under contract, were used in the completion of this project.

**RECOMMENDATION:** That the Board of Directors acknowledge the final evaluation of the use of the alternative contracting method for the Rock Creek Dealer Services Technology Building.

October 20, 2022

23-061

ACKNOWLEDGE FINAL EVALUATION OF USE OF  
ALTERNATIVE CONTRACTING METHOD FOR THE  
OREGON MANUFACTURING INNOVATION TRAINING  
CENTER (OMIC) PROJECT

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

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

APPROVED BY: Eric Blumenthal, Executive Vice President, Finance &  
Administration  
Dr. Adrien L. Bennings, President

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

REPORT: ORS 297C.335 requires the College to obtain Board  
approval prior to using an alternative contracting method.  
At its August 18, 2016 meeting, the Board, through BA  
17-021, approved the use of the Design/Build (DB)  
contracting method for the OMIC project in Scappoose.

At the May 17, 2018 board meeting, through BA 18-  
112, the board approved the award of a contract to  
Mortenson Construction for this project.

ORS 297C.355 requires an evaluation at completion of  
the project that covers the following topics;

(1) The actual project cost as compared with original  
project estimates;  
(2) The amount of any guaranteed maximum price;  
(3) The number of project change orders issued by the  
contracting agency;  
(4) A narrative description of successes and failures  
during the design, engineering and construction of the  
project; and  
(5) An objective assessment of the use of the alternative  
contracting process as compared to the findings required  
by ORS 279C.335 (Competitive bidding).



The evaluation is presented below;

**(1) The actual project cost as compared with original project estimates;**

The actual project cost was \$30,849,704 compared to an initial project estimate of \$9,000,000. Very early in the design process it became clear that the original conceptual design for the building was undersized. The Design/Build team and the College worked together to resize the design to meet the College's needs.

**(2) The amount of any guaranteed maximum price (GMP);**

The GMP was \$19,711,658.

**(3) The number of project change orders issued by the contracting agency;**

Twenty-one change orders affecting the contract amount were issued totaling \$2,491,767. The bulk of these were owner requested changes, including a change from owner supplied/contractor installed equipment to contractor supplied and installed equipment. There was one change order for \$145,378 to cover increased costs due to the impact of COVID and wildfires on the project.

**(4) A narrative description of successes and failures during the design, engineering and construction of the project;**

The Building design was inspired by the University of Sheffield Advanced Manufacturing Research Center, which was a partnership with Boeing in Sheffield, England. Beginning in 2018 PCC selected to proceed with its first Progressive Design Build (PDB) project and solicited services via a robust RFP process, selecting Mortenson Construction and Hennebery Eddy Architects as design team partners. Design moved quickly as expected with a PDB. The team explored a number of options and even visited several similar institutions including Chemeketa Community College and Clark College, as well as a 2-day tour of the Gateway Center in Racine, MI. Additionally the team worked with local

industry partners to gain insight and maintain the key building features and stay within budget. One of these key features was the ability to highlight or “showcase” the exciting programs in the building. PCC wanted students and visitors to see the activity in adjoining rooms so the design included lots of glass walls for transparency and to garner interest in the programs of those who entered the building. Other key needs focused on adjacency of programs. Spaces such as the Programmable Logic Controllers (PLC) Studio and Mechatronics labs were placed next to one another because of their inherent connections and similarities in study. Construction began in December of 2019 and finished on time, receiving Certificate of Occupancy exactly 364 days from the start of construction. This is a huge achievement in light of several adversities including COVID and statewide wildfires. Through it all, the schedule was maintained with minimal cost impacts.

Once the building was complete and faculty and staff began moving in, it was realized that some of the areas, primarily the machine bay and welding area, needed modifications to better align with the updated curriculum. Due to staffing turn-over, this new information was not available to the project team during design and preconstruction.

The building, with modifications, opened on time and now accommodates the college’s current needs as well as flexibility built-in for OMIC to expand and accommodate future expansion.

**(5) An objective assessment of the use of the alternative contracting process as compared to the findings required by ORS 279C.335 (Competitive bidding);**

*(a) The exemption is unlikely to encourage favoritism in awarding public improvement contracts or substantially diminish competition for public improvement contracts.*

**Comment:** Competitive RFP processes enabled PCC to solicit qualifications-based proposals for this project. The Design/Build solicitation process was formally advertised in local trade and business publications. Six proposals were received with responses required on specific

criteria. Proposal evaluations were conducted and interviews were held with the highest-ranking proposers.

*b) Awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the contracting agency or the state agency that seeks the exemption to the contracting agency or the public. In approving a finding under this paragraph, the local contract review board shall consider the type, cost and amount of the contract and, to the extent applicable to the particular public improvement contract or class of public improvement contracts, the following:*

*(A) How many persons are available to bid;*

**Comment:** PCC posted the Request for Proposals on numerous state and commercial websites and in local trade and business newspapers and conducted outreach to COBID registered firms. The College received six proposals. Each proposal was evaluated, graded and interviews were held with the highest-ranking teams.

The successful general contractor advertised in local trade and business publications including those targeting minority and disadvantaged subcontractors for work not performed by the Design/Builder. Multiple bids for the various scopes of work were received with the contracts awarded to the lowest responsive and responsible bidders. A number of the subcontracts were awarded to state-certified minority, woman-owned and emerging small businesses (MWESB) contractors. 14% of the contract value was awarded to MWESB firms.

*(B) Operational, Budget and Financial Data;*

**Comment:** The final project costs were noted in the findings above. The final construction costs included owner-accepted, value engineered items, owner-directed and design-related changes, allowances, and alternates added back into the project scopes and other factors for final GMP costs.

*(C) Public benefits;*

**Comment:** There were significant benefits to the public,

including:

I. Qualifications-based RFP selection process allowed PCC to award the contracts to the firm it believed was the most responsive and technically capable to manage the scope of work.

II. The Design/Builder completed the team and was actively involved in design and constructability issues.

III. Competitively bid trade work ensured the College received the best value.

IV. 1st tier trade partners were secured early and provided valuable preconstruction services to the team. Their involvement led to a more comprehensive and beneficial value engineering process and provided sound advice and technical expertise to the design and owner teams.

V. Focus on PCC's outreach and diversity in the workplace goals resulted in the Design/Builder placing an emphasis on minority participation and mentoring and monitoring of actual contracting achievements.

VI. Open book transparency of the project's costs enabled the College to maximize the use of bond funds while keeping costs in check. The project budget was reconciled with deductive change orders as unused project funds or contractor contingency funds were returned to the College.

VII. Comprehensive construction scheduling ensured that the work was completed in sequences that supported phased relocations of programs and staff and ensured continuous campus operations with minimum disruptions.

*(D) Value engineering techniques;*

**Comment:** The design and construction teams worked together to help control costs and maintain the overall construction budget. Rigorous value engineering efforts conducted during the Design Development phase identified potential savings and provided opportunities to reduce costs across the project.

*(E) Specialized expertise;*

**Comment:** The Design/Builder was required to have proven expertise in complex construction projects in order to accommodate the creation of a new building of this type.

*(F) Any likely increases in public safety;*

**Comment:** PCC was able to review the safety history of the proposing firms as a result of the selection process.

*(G) Reduce risks to the contracting agency;*

**Comment:** The Design/Build process fostered an open environment whereby risks were addressed by the owner/architect/contractor stakeholder teams before adverse consequences revealed themselves.

*(H) Whether granting the exemption will affect the sources of funding;*

**Comment:** The exemption from competitively bidding the general contracting services did not affect the projects' funding sources. Funding came from the general obligation bonds passed by voters in both the November 2008 and 2017 elections.

*(I) Market conditions;*

**Comment:** Construction market conditions were very challenging at the time the Board adopted the Findings and approved the alternative contracting delivery. COVID-19 affected the capacity of sub-contractors to take on work and caused significant price and schedule impacts for some materials. Given this, it is unlikely a traditional contracting process would have increased competition.

*(J) Technical complexity;*

**Comment:** The project was new development for the College and the Design/Build team looked at a number of similar projects across the US and UK in designing the building to meet the needs of both the College and our industry partners.

*(L) Whether the public improvement will be occupied or unoccupied during construction;*

**Comment:** This was new construction on a greenfield site.

*(M) Whether the public improvement will require single or multiple phases of construction work;*

**Comment:** This was originally a single-phase project but as noted above some work was completed after classes started.

*(N) Whether the contracting agency has retained under contract, and will use contracting agency or state agency personnel, consultants and legal counsel;*

**Comment:** No contracting agency or state agency personnel, consultants or legal counsel retained under contract, were used in the completion of this project.

**RECOMMENDATION:** That the Board of Directors acknowledge the final evaluation of the use of the alternative contracting method for the Oregon Manufacturing Innovation Training Center.

October 20, 2022

23-062

CONTRACT APPROVAL FOR SYLVANIA HEALTH  
TECHNOLOGIES BUILDING WORKSTATIONS AND  
OFFICE FURNITURE TO PACIFICWRO

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

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

APPROVED BY: Eric Blumenthal, Executive Vice President, Finance &  
Administration  
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Delivery: Redefine time, place, and systems of  
educational delivery to create a more learner-centric  
ecosystem; Enterprise: Cultivate a long-term sustainable  
college enterprise

REPORT: As part of the renovation of the Sylvania Health  
Technologies Building there is a need to provide new  
workstations and office furniture.

The workstations and office furniture will be purchased  
from PacificWRO who are on cooperative contracts  
issued by Omnia Partners, reference numbers  
202000622 which expires on December 31st, 2024 and  
202000608 which also expires on December 31st, 2024.  
The Community College Rules of Procurement Section  
CCR-205 exempts the College from a competitive  
process when using an approved cooperative contract.

PacificWRO have provided the College with a quote for  
\$291,838 to provide the workstations and furniture.  
P&CC staff have reviewed the quote and recommend  
acceptance.

In this instance, a COBID certified firm does not hold a  
contract for the goods and related services being  
procured.

RECOMMENDATION: That the Board of Directors authorize PCC to execute a  
contract with PacificWRO, for HT Building workstations

and office furniture, for up to \$321,022 which includes a 10% contingency. Funding will be from the 2017 Bond.



October 20, 2022

23-063

CONTRACT APPROVAL FOR SYLVANIA HEALTH  
TECHNOLOGIES BUILDING CLASSROOM AND  
ANCILLARY FURNITURE TO PACIFICWRO, NEWJEE  
LLC, CORPORATE ENVIRONMENTS OF OREGON INC,  
PEOPLESPLACE

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

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

APPROVED BY: Eric Blumenthal, Executive Vice President, Finance &  
Administration  
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Delivery: Redefine time, place, and systems of educational  
delivery to create a more learner-centric ecosystem;  
Enterprise: Cultivate a long-term sustainable college  
enterprise

REPORT: As part of the renovation of the Sylvania Health  
Technologies Building there is a need to provide new  
classroom and ancillary furniture.

On September 14, 2022 the Invitation to Bid (ITB) was  
advertised in the Daily Journal of Commerce, State of  
Oregon (OregonBuys), Portland Observer, Portland  
Business Tribune, and Bidlocker. In addition, P&CC staff  
reached out to all identified COBID registered firms who  
could provide these services. At the proposal closing time  
of 2:00 PM October 11th, 2022, the College received six  
(6) valid bids. Two (2) bidders were firms registered with  
Oregon COBID.

Sixteen (16) bid packages were included in the ITB with  
bidders able to propose multiple packages.

Bids were ranked on price with the lowest responsive  
bidder for each package recommended for the contract.  
The table below contains the recommended award for  
each bid package

<b>Package</b>	<b>Low Bidder</b>	<b>Amount</b>
1 - Steelcase	NewJee LLC	\$300,200.19
2 - Miller Knoll	PacificWRO	\$112,709.63
3 - Haworth	PeopleSpace	\$68,322.55
4 - Sit On It	PacificWRO	\$216,370.10
5 - Andreu World	PacificWRO	\$11,687.69
6 - Arcadia/Encore	Corporate Environments of Oregon	\$21,861.00
7 - Byrne	Corporate Environments of Oregon	\$4,336.00
8 - Coriander	Corporate Environments of Oregon	\$14,579.00
9 - Formaspace	Corporate Environments of Oregon	\$166,372.00
10 - Grand Rapids Chair Co	Corporate Environments of Oregon	\$7,421.00
11 - Martin Brattrud	PacificWRO	\$3,185.03
12 - National Office Furniture	PeopleSpace	\$6,866.54
13 - OFS	Corporate Environments of Oregon	\$22,268
14 - Stylex	Corporate Environments of Oregon	\$35,000
15- Watson	NewJee LLC	\$7,449.93
16 - Fabricated	Corporate	\$14,955

	Environments of Oregon	
--	------------------------	--

None of the low bids were from a COBID registered firm.

**RECOMMENDATION:** That the Board of Directors authorize PCC to execute contracts with the firms below for up to \$1,114,942 which includes a 10% contingency. Funding will be from the 2017 Bond.

<b>Firm</b>	<b>Amount</b>
PacificWRO	\$378,348
NewJee LLC	\$338,415
Corporate Environments of Oregon	\$315,471
PeopleSpace	\$82,708

October 20, 2022

23-064

AUTHORIZATION TO CONTRACT WITH CARAHSOFT  
INC. FOR AODOCS SOFTWARE

PREPARED BY: Michael Mathews, College Purchasing Manager,  
Procurement and Contract Services

FINANCIAL  
RESPONSIBILITY: Michael Northover, CIO, Information Technology

APPROVED BY: Michael Northover, CIO, Information Technology  
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Workforce: Respond to community and workforce needs  
by developing a culture of agility; Enterprise: Cultivate a  
long-term sustainable college enterprise

REPORT: AO Docs supplements our existing Google Drive and  
adds Workflow (business process management) platform  
for cross-silo continual improvement and learning  
organization development.

This software is used across many areas of the college  
including Accounts Payable, HR, and the Foundation.

Portland Community College Public Contracting rules  
(CCR.205) allow the College to purchase from a properly  
solicited cooperative contract. State of Oregon Contract  
Number: 9412 NASPO Master Contract Number:  
AR2472

The cost for year 1 will be \$159,746.9, year 2  
\$159,746.90, and year 3 is \$159,746.90. The total cost  
over three (3) years will be \$479,240.70

Carahsoft is not registered as a COBID-certified firm.

RECOMMENDATION: The Portland Community College Board of Directors  
authorizes the College to enter into a contract with  
Carasoft Inc. for a term of three (3) years at a total cost of  
\$479,240.70.

October 20, 2022

23-065

ADOPTION OF THE COLLEGE CALENDAR OF  
INSTRUCTION FOR 2022-23 THROUGH 2025-26

PREPARED BY: Ryan Clark, Dean, Enrollment Strategy & Services

APPROVED BY: Dr. Heather Lang, Interim Vice President, Student Affairs  
Dr. Adrien L. Bennings, President

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

REPORT: The academic year, as defined in the Faculty and Academic Professional Agreement, runs Fall term through Summer term. Each year, the calendar of instruction is reviewed and any necessary changes are put forth for approval.

This revision adds three (3) additional college holidays between Fall and Winter terms to allow for a Winter Break between the Christmas and New Year's holidays.

RECOMMENDATION: That the Board of Directors adopt the attached Portland Community College Calendar of Instruction for 2022-23 through 2025-26.

Fall Term	2022-23	2023-24	2024-25	2025-26
Teaching Days	56	56	56	56
Classes Begin	09/26/2022 (Mon)	09/25/2023 (Mon)	09/23/2024 (Mon)	09/22/2025 (Mon)
Classes End	12/18/2022 (Sun)	12/17/2023 (Sun)	12/15/2024 (Sun)	12/14/2025 (Sun)
Final Grades Due (5:00pm)	12/19/2022 (Mon)	12/18/2023 (Mon)	12/16/2024 (Mon)	12/15/2025 (Mon)
Classes will be held on	11/26/2022 (Sat) 11/27/2022 (Sun)	11/25/2023 (Sat) 11/26/2023 (Sun)	11/30/2024 (Sat) 12/01/2024 (Sun)	11/29/2025 (Sat) 11/30/2025 (Sun)
College Inservice	09/19/2022 (Mon)	09/18/2023 (Mon)	09/16/2024 (Mon)	09/15/2025 (Mon)
Pathways Inservice	09/20/2022 (Tue)	09/19/2023 (Tue)	09/17/2024 (Tue)	09/16/2025 (Tue)
SAC Inservice	09/22/2022 (Thu) 10/26/2022 (Wed)	09/21/2023 (Thu) 10/25/2023 (Wed)	09/19/2024 (Thu) 10/30/2024 (Wed)	09/18/2025 (Thu) 10/29/2025 (Wed)
Holidays	11/11/2022 (Fri) 11/24/2022 (Thu) 11/25/2022 (Fri)	11/10/2023 (Fri) 11/23/2023 (Thu) 11/24/2023 (Fri)	11/11/2024 (Mon) 11/28/2024 (Thu) 11/29/2024 (Fri)	11/11/2025 (Tue) 11/27/2025 (Thu) 11/28/2025 (Fri)

Winter Term	2022-23	2023-24	2024-25	2025-26
Teaching Days	54	54	54	54
Classes Begin	01/09/2023 (Mon)	01/08/2024 (Mon)	01/06/2025 (Mon)	01/05/2026 (Mon)
Classes End	03/26/2023 (Sun)	03/24/2024 (Sun)	03/23/2025 (Sun)	03/22/2026 (Sun)
Final Grades Due (5:00pm)	03/27/2023 (Mon)	03/25/2024 (Mon)	03/24/2025 (Mon)	03/23/2026 (Mon)
Non-Contract Day	01/16/2023 (Mon)	01/15/2024 (Mon)	01/20/2025 (Mon)	01/19/2026 (Mon)
Holidays	01/16/2023 (Mon)	01/15/2024 (Mon)	01/20/2025 (Mon)	01/19/2026 (Mon)

Spring Term	2022-23	2023-24	2024-25	2025-26
Teaching Days	53	53	53	53
Classes Begin	04/03/2023 (Mon)	04/01/2024 (Mon)	03/31/2025 (Mon)	03/30/2026 (Mon)
Classes End	06/18/2023 (Sun)	06/16/2024 (Sun)	06/15/2025 (Sun)	06/14/2026 (Sun)
Final Grades Due (5:00pm)	06/19/2023 (Mon)	06/17/2024 (Mon)	06/16/2025 (Mon)	06/15/2026 (Mon)
SAC Inservice	04/25/2023 (Tue)	04/30/2024 (Tue)	04/29/2025 (Tue)	04/28/2026 (Tue)
Holidays	05/29/2023 (Mon)	05/27/2024 (Mon)	05/26/2025 (Mon)	05/25/2026 (Mon)
Commencement	06/16/2023 (Fri)	06/14/2024 (Fri)	06/13/2025 (Fri)	06/12/2026 (Fri)

Summer Term	2022-23	2023-24	2024-25	2025-26
Teaching Days	54	54	54	54
Classes Begin	06/26/2023 (Mon)	06/24/2024 (Mon)	06/23/2025 (Mon)	06/22/2026 (Mon)
Classes End	09/10/2023 (Sun)	09/08/2024 (Sun)	09/07/2025 (Sun)	09/06/2026 (Sun)
Final Grades Due (5:00pm)	09/11/2023 (Mon)	09/09/2024 (Mon)	09/08/2025 (Mon)	09/07/2026 (Mon)
Holidays	06/19/2023 (Mon) 07/04/2023 (Tue) 09/04/2023 (Mon)	06/19/2024 (Wed) 07/04/2024 (Thu) 09/02/2024 (Mon)	06/19/2025 (Thu) 07/04/2025 (Fri) 09/01/2025 (Mon)	06/19/2026 (Fri) 07/03/2026 (Fri) 09/07/2026 (Mon)

# PORTLAND COMMUNITY COLLEGE

## Calendar of Instruction 2022-2023

### 16-Month Calendar

Calendar for 16 month employees and for programs and classes with variable starting dates and lengths.

June - 2022							July - 2022							August - 2022							September - 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6				1	2	3	
5	6	7	8	9	10	11	3	H	5	6	7	8	9	7	8	9	10	11	12	13	4	H	6	7	8	9	10
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	H	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
							31																				
October - 2022							November - 2022							December - 2022							January - 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5				1	2	3		1	H	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	H	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	H	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	H	H	26	18	19	20	21	22	H	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30				25	H	H	H	H	H	31	29	30	31				
30	31																										
February 2023							March 2023							April 2023							May 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4				1	2	3	4						1			1	2	3	4	5	6
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29	28	H	30	31			
														30													
June 2023							July 2023							August 2023							September 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1			1	2	3	4	5					1	2	
4	5	6	7	8	9	10	2	3	H	5	6	7	8	6	7	8	9	10	11	12	3	H	5	6	7	8	9
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	H	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
							30	31																			

- Classes begin
- Classes end
- Inservice
- SAC Inservice
- Days on which the college is generally closed except for emergency services

Non-working days for 180-day contracted instructors unless assigned to fulfill the 180-day contract.

Commencement

#### Winter Break

December 23, 2022 - Jan 2, 2023

#### Spring Break

March 27-31, 2023

#### Holidays:

Juneteenth*	June 20, 2022
Independence Day	July 4, 2022
Labor Day	September 5, 2022
Veterans Day	November 11, 2022
Thanksgiving Day	November 24, 2022
Day after Thanksgiving	November 25, 2022
Day before Christmas	December 23, 2022
Christmas Day	December 26, 2022
Day after Christmas	December 27, 2022
Additional Holiday	December 28, 2022
Additional Holiday	December 29, 2022
Additional Holiday	December 30, 2022
New Year's Day	January 2, 2023
Martin Luther King Day*	January 16, 2023
Memorial Day	May 29, 2023
Juneteenth*	June 19, 2023
Independence Day	July 4, 2023
Labor Day	September 4, 2023

#### Faculty Contract Days:

163	Instructional Days
13	Non-teaching Contract Work
4	Holidays
180	Instructional Days

All holidays are subject to bargaining contracts

\*Non-Contract Day

College-wide Inservice Day: September 19, 2022

SAC Chair and Administrative Support Meeting: September 19, 2022 from 1:00 - 4:00

Pathways Inservice Day: September 20, 2022

SAC Inservice Days: October 26, 2022 & April 25, 2023

SAC Inservice Half-Day (Optional): September 22, 2022

# PORTLAND COMMUNITY COLLEGE

## Calendar of Instruction 2023-2024

### 16-Month Calendar

Calendar for 16 month employees and for programs and classes with variable starting dates and lengths.

June - 2023							July - 2023							August - 2023							September - 2023							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3							1			1	2	3	4	5						1	2	
4	5	6	7	8	9	10	2	3	H	5	6	7	8	6	7	8	9	10	11	12		3	H	5	6	7	8	9
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19		10	11	12	13	14	15	16
18	H	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26		17	18	19	20	21	22	23
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31				24	25	26	27	28	29	30
							30	31																				
October - 2023							November - 2023							December - 2023							January - 2024							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7				1	2	3	4						1	2		H	2	3	4	5	6	
8	9	10	11	12	13	14	5	6	7	8	9	H	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	H	16	17	18	19	20	
22	23	24	25	26	27	28	19	20	21	22	H	H	25	17	18	19	20	21	H	23	21	22	23	24	25	26	27	
29	30	31					26	27	28	29	30			24	H	H	H	H	H	30	28	29	30	31				
													31															
February - 2024							March - 2024							April - 2024							May - 2024							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3						1	2		1	2	3	4	5	6				1	2	3	4	
4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	
11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	
18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	
25	26	27	28	29			24	25	26	27	28	29	30	28	29	30					26	H	28	29	30	31		
							31																					
June - 2024							July - 2024							August - 2024							Sept - 2024							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1		1	2	3	H	5	6					1	2	3	1	H	3	4	5	6	7	
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
16	17	18	H	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31	29	30						
30																												

- Classes begin
- Classes end
- Inservice
- SAC Inservice
- Days on which the college is generally closed except for emergency services

Non-working days for 180-day contracted instructors unless assigned to fulfill the 180-day contract.

Commencement

#### Winter Break

December 22, 2023 - Jan 1, 2024

#### Spring Break

March 25-29, 2024

#### Holidays:

Juneteenth*	June 19, 2023
Independence Day	July 4, 2023
Labor Day	September 4, 2023
Veterans Day	November 10, 2023
Thanksgiving Day	November 23, 2023
Day after Thanksgiving	November 24, 2023
Day before Christmas	December 22, 2023
Christmas Day	December 25, 2023
Day after Christmas	December 26, 2023
Additional Holiday	December 27, 2023
Additional Holiday	December 28, 2023
Additional Holiday	December 29, 2023
New Year's Day	January 1, 2024
Martin Luther King Day*	January 15, 2024
Memorial Day	May 27, 2024
Juneteenth*	June 19, 2024
Independence Day	July 4, 2024
Labor Day	September 2, 2024

#### Faculty Contract Days:

163	Instructional Days
13	Non-teaching Contract Work
4	Holidays
180	Instructional Days

All holidays are subject to bargaining contracts

\*Non-Contract Day

College-wide Inservice Day: September 18, 2023

SAC Chair and Administrative Support Meeting: September 18, 2023 from 1:00 - 4:00

Pathways Inservice Day: September 19, 2023

SAC Inservice Days: October 25, 2023 & April 30, 2024

SAC Inservice Half-Day (Optional): September 21, 2023



# PORTLAND COMMUNITY COLLEGE

## Calendar of Instruction 2024-2025

### 16-Month Calendar

Calendar for 16 month employees and for programs and classes with variable starting dates and lengths.

June - 2024							July - 2024							August - 2024							September - 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	H	5	6					1	2	3	1	H	3	4	5	6	7
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	H	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31	29	30					
30																											
October - 2024							November - 2024							December - 2024							January - 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				H	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	H	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	H	H	H	H	28	19	H	21	22	23	24	25
27	28	29	30	31			24	25	26	27	H	H	30	29	H	H					26	27	28	29	30	31	
February - 2025							March - 2025							April - 2025							May - 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30				25	H	27	28	29	30	31
							30	31																			
June - 2025							July - 2025							August - 2025							Sept - 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	H	5						1	2		H	2	3	4	5	6
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	H	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30						27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
														31													

- Classes begin
- Classes end
- Inservice
- SAC Inservice
- Days on which the college is generally closed except for emergency services

Non-working days for 180-day contracted instructors unless assigned to fulfill the 180-day contract.

Commencement

#### Winter Break

December 24, 2024 - Jan 1, 2025

#### Spring Break

March 24-28, 2025

#### Holidays:

Juneteenth*	June 19, 2024
Independence Day	July 4, 2024
Labor Day	September 2, 2024
Veterans Day	November 11, 2024
Thanksgiving Day	November 28, 2024
Day after Thanksgiving	November 29, 2024
Day before Christmas	December 24, 2024
Christmas Day	December 25, 2024
Day after Christmas	December 26, 2024
Additional Holiday	December 27, 2024
Additional Holiday	December 30, 2024
Additional Holiday	December 31, 2024
New Year's Day	January 1, 2025
Martin Luther King Day*	January 20, 2025
Memorial Day	May 26, 2025
Juneteenth*	June 19, 2025
Independence Day	July 4, 2025
Labor Day	September 1, 2025

#### Faculty Contract Days:

163	Instructional Days
13	Non-teaching Contract Work
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180	Instructional Days

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College-wide Inservice Day: September 16, 2024

SAC Chair and Administrative Support Meeting: September 16, 2024 from 1:00 - 4:00

Pathways Inservice Day: September 17, 2024

SAC Inservice Days: October 30, 2024 & April 29, 2025

SAC Inservice Half-Day (Optional): September 19, 2024

# PORTLAND COMMUNITY COLLEGE

## Calendar of Instruction 2025-2026

### 16-Month Calendar

Calendar for 16 month employees and for programs and classes with variable starting dates and lengths.

June - 2025							July - 2025							August - 2025							September - 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	H	5						1	2		H	2	3	4	5	6
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	H	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30						27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
														31													
October - 2025							November - 2025							December - 2025							January - 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		1	2	3	4	5	6					H	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	H	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	H	H	H	27	18	H	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	H	H	29	28	H	H	H				25	26	27	28	29	30	31
							30																				
February - 2026							March - 2026							April - 2026							May - 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
							29	30	31					26	27	28	29	30			24	H	26	27	28	29	30
																					31						
June - 2026							July - 2026							August - 2026							Sept - 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	H	4							1			1	2	3	4	5
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	H	8	9	10	11	12
14	15	16	17	18	H	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
														30	31												

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Additional Holiday	December 30, 2025
Additional Holiday	December 31, 2025
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Juneteenth*	June 19, 2026
Independence Day	July 3, 2026
Labor Day	September 7, 2026

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SAC Inservice Days: October 29, 2025 & April 28, 2026

SAC Inservice Half-Day (Optional): September 18, 2025

October 20, 2022

23-066

NAME THE DENTAL HYGIENE CLASSROOM IN THE  
VANPORT BUILDING DENTAL SCIENCES PROGRAM  
SPACE IN HONOR OF DIANE HARDIMAN SMITH

PREPARED BY: Crystal Froembling, Major Gifts Director, PCC Foundation

FINANCIAL  
RESPONSIBILITY: PCC Foundation

APPROVED BY: Executive Committee, PCC Foundation  
Dr. Adrien L. Bennings, President

STRATEGIC THEME: 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

REPORT: Diane Hardiman Smith was a passionate supporter of Portland Community College and the PCC Dental Hygiene Program. Before retirement, Diane taught in the PCC Dental Hygiene program for nearly 30 years. In 2021, Diane designated nearly her entire estate to endow the annual scholarship she had funded for several years.

Diane's gift established the Diane Hardiman Smith Endowed Memorial Scholarship, which will support scholarships for Dental Hygienists in perpetuity. The total estate is expected to yield in excess of \$1.5M for this purpose. (More than \$600,000 has been received to date towards this.)

In recognition of this generous leadership gift, the College agrees to publicly recognize and honor the Donor by recognizing this generous gift publicly, naming a classroom in the Dental Sciences Program in honor of Diane.

The Vanport building is part of a condo agreement between four owners on the PSU campus. PCC owns the third floor of the building, with the space dedicated to our Dental Sciences program.

RECOMMENDATION: That the PCC Board of Directors approves the naming of the Dental Hygiene Classroom at the Vanport Building in memory of Diane Hardiman Smith.

October 20, 2022

23-067

APPOINTMENT OF BOARD ROLE

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

APPROVED BY: Dr. Adrien L. Bennings, President  
Tiffani Penson, Chair

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: Each year board members are asked to serve in various roles based on work internally and externally around the college community.

In addition to the approval of 23-042 Appointment of Board Roles at the August 18, 2022 Board of Directors meeting, Chair Penson seeks approval for the following appointment:

- DEI (OCCA) Delegate: Kristi Wilson

RECOMMENDATION: The Board approve the appointment as recommended by Chair Penson for the FY 2022-2023.

October 20, 2022

23-068

APPROVE PORTLAND COMMUNITY COLLEGE 2022-  
2023 PRESIDENT'S GOALS

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

APPROVED BY: Dr. Adrien L. Bennings, President  
Tiffani Penson, Chair

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; ENTERPRISE Cultivate a long-term sustainable college enterprise; WORKFORCE Respond to community and workforce needs by developing a culture of agility

REPORT: In accordance with Section 11 of the President's contract, which states:

On or after July 1 of each fiscal year, the Board will establish professional goals for the PRESIDENT and goals for the COLLEGE. The PRESIDENT will submit her recommended goals to the Board, and the Board and the PRESIDENT will confer about them before final adoption by the Board. The goals will be established by resolution at a public meeting. Members of the Board will be given opportunity to comment on proposed goals prior to adoption by the Board.

At the PCC Board Retreat on the August 17, 2022, Dr. Bennings presented a draft of her proposed goals.

The Board of Directors reviewed the proposed goals at the September 15, 2022 Board Work Session.

A summary of those goals is presented here:

- **PRESIDENT'S TRANSITION**

To continue to focus on the first year's expectations, designed to further orient the President into the role.

- **EQUITABLE STUDENT SUCCESS**

- STRATEGIC ENROLLMENT MANAGEMENT

- Ensure focus, development, completion, and implementation of the strategic enrollment management plan.
    - Plan, develop, and implement a comprehensive institutional-level enrollment management strategy. Monitor, track, and report on key strategic plan initiatives related to enrollment management

- TUITION & FEES

- Conduct a review of the current fee structure at PCC, to ensure that college fees align to student needs and PCC's financial goals, and make recommendations to the board. Three Primary Categories:
      1. Online Learning Fee/Technology/College Service
      2. Parking Permits/Student Transportation Fee
      3. Student Activity Fee

- **RE-ORGANIZATIONAL ALIGNMENT**

- Re-envisioning the alignment of the Office of Equity & Inclusion and Human Resources; includes working with Workplace Change to complete assessment, identify actionable recommendations
  - Assessment of infrastructure realignment of institutional level operations and functions
  - Unifying the four campuses and multiple centers around the recent ONE COLLEGE re-organization resulting in clarification of roles and a clear decision-making process.
  - Establish permanent plans for interim positions, functions, responsibilities

- **ACCREDITATION**

- Develop a plan with tangible outcomes to ensure responsiveness to NWCCU accreditation recommendations.

- **GOVERNANCE**

In alignment with B 213: Shall adopt operating policies and procedures as required by Board policy, as otherwise directed by the Board, or as the President deems necessary for the effective administration of the college;

- PRESIDENT'S CABINET: Revamp and clarify the scope, purpose, and membership of the President's Cabinet
- SHARED GOVERNANCE: Establish a formal framework of shared governance for the District
- POLICY GOVERNANCE: Support, guide, and ensure a comprehensive alignment of policies and procedures

- **BUDGET & FISCAL SUSTAINABILITY**

In alignment with B 213: Shall prepare and submit a proposed college budget for the Board's review and approval pursuant to Local Budget Law (ORS 294.305 to 294.565) and shall properly administer the budget as adopted;

- **DIVERSITY, EQUITY, AND INCLUSION**

- Continue to build and enhance the efforts of Equity, Diversity, & Inclusion, with a focus on belonging and inclusiveness.

- **OPERATIONS & PLANNING**

- PROCESS: Review institutional processes to determine areas of improvement and redundancies, and ensure effective alignment in operations
- WORKPLACE: Coordinate and establish an institutional approach toward workplace transformation.
- SYSTEMS & TECHNOLOGY: Plan and deploy a college-wide approach to assess current ERP challenges, institutional readiness, financial needs, and a comprehensive plan for phased transition over the next 3–4 years.
- DATA: Structure and refine systems to access, disaggregate, and integrate data throughout institutional operations - Human

Resources, Financial Services, and Student Services

- BUSINESS PROCESS REENGINEERING: Guide and inform the reconstruction of ineffective business processes that links people, strategy, and systems development

- **COMMUNITY PARTNERSHIPS**

- Deepen connections with broader diverse communities through organized, strategic, and culturally responsive efforts.
- Develop, adopt, and implement an institutional framework for community engagement
- Assess and inventory current efforts and connections between PCC and community groups

- **PEOPLE & CULTURE**

- Champion the mission of a collaborative culture while working to positively impact institutional morale
- Support a people-centric culture to bring growth, learning, and a sense of purpose into the employee experience

RECOMMENDATION: That the Board of Directors approve the 2022-2023 President's Goals as presented.



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.