



PORTLAND COMMUNITY COLLEGE BOARD OF DIRECTORS

Business Meeting



September 21, 2023



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) 722-7268 or by email at 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

September 21, 2023

[Sylvania Campus](#)

12000 SW 49th Avenue, Portland, OR 97219, CC Building, Rooms 233 A/B

Streaming Link: <https://portlandcc.zoom.us/j/99586270934>

Or Telephone: +1 669 900 6833 or +1 719 359 4580 US

Webinar ID: 995 8627 0934

AGENDA

5:00 PM **DINNER** (*Invite Only*)

6:00 PM **BUSINESS SESSION**

Call to Order

- Land Acknowledgment
- Approval of Agenda — September 21, 2023
- Approval of Minutes — August 17, 2023
- Approval of Minutes — September 12, 2023

6:10 PM **PRESIDENT'S UPDATES**

- President's Reports
 - Recognitions
 - President's Workplan
 - [Personnel Report](#)
 - Other College Updates
 - Academic Affairs
 - Student Affairs
 - Strategy, Policy and Integrated Planning

6:50 PM **INFORMATION SESSION**

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

- [Affordable Housing Request for Information Update](#) – Mike Matthews, Director, Procurement & Contract Services, Rebecca Ocken, Director, Planning & Capital Construction

7:10 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, September 20 at 5:00 pm.

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7:35 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 act on the item in question.)

PERSONNEL

24-035	Commendation of Retiring Employee- Jean Atkinson (7 Years)	054
24-036	Commendation of Retiring Employee- Jacqueline Ehlis (23 Years)	055
24-037	Commendation of Retiring Employee- Mary Elsener (11 Years)	056
24-038	Commendation for Retiring Employee- Hong Lim (19 Years)	057
24-039	Commendation for Retiring Employee- Doris Rink (25 Years)	058
24-040	Commendation of Retiring Employee- Cynthia Rochester-Gefre (15 Years)	059
24-041	Commendation for Retiring Employee- Francios Wevers (2 Years)	060
24-042	Commendation for Retiring Employee- Kahlil Zonoozy (34 Years)	061

CONTRACTS

24-043	Authorization to Contract with Novalsys Inc. for Student Engagement Software	062
24-044	Approve Guaranteed Maximum Price to Sapling Construction for the Cascade Student Union HVAC Replacement.....	063

BOARD

24-045	Appointment of Delegate to Attend the 2023 OCCA Annual Conference in Sunriver, Oregon November 1 – 3	065
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7:40 PM **NON-CONSENT:**

24-046	Appointment of a Board Member to Fill the Vacancy in Zone 4 in Accordance with ORS 341.335(3) for the Remainder of the Term Through June 30, 2025.....	066
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7:50 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, September 20 at 5:00 pm.

8:10 PM **REPORTS**

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

8:40 PM

ADJOURNMENT

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Portland Community College
PO BOX 19000, Portland, Oregon 97280

August 17, 2023

BOARD MEETING MINUTES Sylvania Campus

ATTENDANCE

Serin Bussell, Laurie Cremona Wagner, Greg McKelvey, Tiffani Penson, Dan Saltzman, Kien Truong, Kristi Wilson, Nathaniel Kung

WORK SESSION

The Board of Directors met in Work Session to discuss the upcoming Zone 4 vacancy, proposed schedule and next steps for selecting a replacement to fulfill the remaining two years of that position.

BUSINESS SESSION

Chair Cremona Wagner called the Business Meeting to order at 6:01 pm and shared the Land Acknowledgement. The August 17, 2023 agenda was approved as published. Saltzman/Penson

Cremona Wagner – Yes	Penson – Yes	Wilson – Yes
Bussell – Yes	Saltzman – Yes	
McKelvey – Yes	Truong – Yes	

The July 20, 2023 minutes were approved as published. Saltzman/Penson

Cremona Wagner – Yes	Penson – Yes	Wilson – Yes
Bussell – Abstained	Saltzman – Yes	
McKelvey – Yes	Truong – Yes	

RECOGNITION

Dr. Bennings recognized Donald Ritchie for 30 years of service at PCC and also recognized Jean Atkinson for her 17 years of service and her support with the board dinners over the years.

PRESIDENT'S UPDATES

Dr. Bennings provided college updates and called on Dr. Steve Nakana to present the [Personnel Action Report](#).

INFORMATION SESSIONS

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

[Future Connect Update](#) – Josh Laurie, Director, Student Success Program; Christina Kline, Executive Director, PCC Foundation

ENTERPRISE: Cultivate a long-term sustainable college enterprise

[Economic Impact: The Economic Value of PCC](#) – Laura Robison, Economist /
Education Consulting, Lightcast

PUBLIC COMMENT ON AGENDA ITEMS

Michael Sonnleitner – Future Connect & other PCC programs for at-risk students – in person

CONSENT AGENDA

Chair Cremona Wagner proposed approval of Resolutions 24-022 through 24-034.
Wilson/Truong

Cremona Wagner – Yes

Penson – Yes

Wilson – Yes

Bussell – Yes

Saltzman – Yes

McKelvey – Yes

Truong – Yes

PUBLIC COMMENT ON NON-AGENDA ITEMS

Michael Sonnleitner – Public comment process & board meeting access – in person

REPORTS

Reports were provided by Student Board Member Nathaniel Kung on behalf of the District Student Council; Frank Goulard, PCC Federation of Faculty and Academic Professionals (AFT Local 2277); Jeff Girder, PCC Federation of Classified Employees (AFT Local 3922); and Board Members Truong, Saltzman, Cremona Wagner.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:57 pm.

Laurie Cremona Wagner, Chair

Dr. Adrien L. Bennings, President

Prepared by:

Jennifer Hamlin, Board Coordinator

Minutes approved on September 21, 2023

Portland Community College
PO BOX 19000, Portland, Oregon 97280

September 12, 2023

BOARD SPECIAL SESSION MINUTES
Sylvania Campus

ATTENDANCE

Serin Bussell, Laurie Cremona Wagner, Tiffani Penson, Dan Saltzman, Kien Truong,
Kristi Wilson, Nathaniel Kung

SPECIAL SESSION

The Board of Directors met in Special Session to interview five applicants for the upcoming Zone 4 vacancy.

Five interviews were held, discussion took place between and after interviews and Board Members were asked to provide their input to the Board Coordinator regarding who they would like to bring forward for next steps.

Applicants selected to move forward will be contacted for next steps which will take place at the board meeting on Thursday, September 21, 2023.

ADJOURNMENT

There being no further business, the meeting adjourned at 6:02 pm.

Laurie Cremona Wagner, Chair

Dr. Adrien L. Bennings, President

Prepared by:

Jennifer Hamlin, Board Coordinator

Minutes approved on September 21, 2023

September 21, 2023

24-035

COMMENDATION OF RETIRING EMPLOYEE –
JEAN ATKINSON (7 YEARS)

PREPARED BY: Michelle M. Lee, People Data & Systems Specialist, People Strategy, Equity & Culture

APPROVED BY: Julie Kinney, People Data & Systems Manager, People Strategy, Equity & Culture
Dr. Steven Nakana, Vice President, People Strategy, Equity & Culture
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: Jean M. Atkinson has performed faithfully in her duties in Coordinator/Food Service Operations, Supervisor/Food Services, and Manager/Food & Vending Services for Portland Community College since September 26, 2016. She retires effective August 18, 2023.

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

September 21, 2023

24-036

COMMENDATION OF RETIRING EMPLOYEE - JACQUELINE
EHLIS (23 YEARS)

PREPARED BY: Samantha Post Uiterweer, People Data & Systems Specialist,
People Strategy, Equity & Culture

APPROVED BY: Julie Kinney, People Data & Systems Manager, People
Strategy, Equity & Culture
Dr. Steven Nakana, Vice President, People Strategy,
Equity & Culture
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: Jacqueline Ehliis has performed faithfully in her duties as an
Instructor for Arts for Portland Community College since
September 17, 2000. She retires effective August 21, 2023.

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

September 21, 2023

24-037

COMMENDATION OF RETIRING EMPLOYEE - MARY
ELSENER (11 YEARS)

PREPARED BY: Samantha Post Uiterweer, People Data & Systems Specialist,
People Strategy, Equity & Culture

APPROVED BY: Julie Kinney, People Data & Systems Director, People
Strategy, Equity & Culture
Dr. Steven Nakana, Vice President, People Strategy,
Equity & Culture
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: Mary Elsener has performed faithfully in her duties as an Office
Assistant II for Portland Community College since May 21,
2012. She retires effective August 31, 2023.

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

September 21, 2023

24-038

COMMENDATION OF RETIRING EMPLOYEE - HONG LIM
(19 YEARS)

PREPARED BY: Samantha Post Uiterweer, People Data & Systems Specialist,
People Strategy, Equity & Culture

APPROVED BY: Julie Kinney, People Data & Systems Director, People
Strategy, Equity & Culture
Dr. Steven Nakana, Vice President, People Strategy,
Equity & Culture
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: Hong Lim has performed faithfully in her duties as a Student
Account Rep II and Account Tech II in the Treasury/Receivable
Department for Portland Community College since March 25,
2004. She retires effective August 31, 2023.

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

September 21, 2023

24-039

COMMENDATION OF RETIRING EMPLOYEE - DORIS RINK
(25 YEARS)

PREPARED BY: Samantha Post Uiterweer, People Data & Systems Specialist,
People Strategy, Equity & Culture

APPROVED BY: Julie Kinney, People Data & Systems Manager, People
Strategy, Equity & Culture
Dr. Steven Nakana, Vice President, People Strategy,
Equity & Culture
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: Doris Rink has performed faithfully in her duties as an
Instructor for Nursing for Portland Community College since
March 30, 1998. She retires effective August 31, 2023.

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

September 21, 2023

24-040

COMMENDATION OF RETIRING EMPLOYEE - CYNTHIA
ROCHESTER-GEFRE (15 YEARS)

PREPARED BY: Samantha Post Uiterweer, People Data & Systems Specialist,
People Strategy, Equity & Culture

APPROVED BY: Julie Kinney, People Data & Systems Manager, People
Strategy, Equity & Culture
Dr. Steven Nakana, Vice President, People Strategy,
Equity & Culture
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: Cynthia Rochester-Gefre has performed faithfully in her duties
as an Instructor for Mathematics for Portland Community
College since September 21, 2008. She retires effective June
30, 2023.

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

September 21, 2023

24-041

COMMENDATION OF RETIRING EMPLOYEE - FRANCOIS
WEVERS (2 YEARS)

PREPARED BY: Samantha Post Uiterweer, People Data & Systems Specialist,
People Strategy Equity & Culture

APPROVED BY: Julie Kinney, People Data & Systems Director, People
Strategy Equity & Culture
Dr. Steven Nakana, Vice President, People Strategy
Equity & Culture
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: Francois Wevers has performed faithfully in his duties as a
Business Training & Education Development Coordinator at
Portland Community College since December 7, 2020. He
retires effective December 31, 2022.

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

September 21, 2023

24-042

COMMENDATION OF RETIRING EMPLOYEE - KHALIL ZONOOZY (34 YEARS)

PREPARED BY: Samantha Post Uiterweer, People Data & Systems Specialist,
People Strategy Equity & Culture

APPROVED BY: Julie Kinney, People Data & Systems Director, People
Strategy Equity & Culture
Dr. Steven Nakana, Vice President, People Strategy
Equity & Culture
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: Khalil Zonoozy has performed faithfully in his duties as an
Instructor of Sociology at Portland Community College since
January 3, 1989. He retires effective June 18, 2023.

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

September 21, 2023

24-043

AUTHORIZATION TO CONTRACT WITH NOVALSYS INC
FOR STUDENT ENGAGEMENT SOFTWARE

PREPARED BY: Michael Mathews, Director, Procurement & Contracting

FINANCIAL
RESPONSIBILITY: Michael Northover, Chief Information Officer/Chief Information
Security Officer

APPROVED BY: Dr. Jose DeLa Cruz, Vice President of Student Affairs
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Belonging: Transform our learning culture toward creating a
sense of belonging and well-being for every student;
Enterprise: Cultivate a long-term sustainable college enterprise

REPORT: Following a competitive Request for Proposals for Student
Engagement Software, PC23-004RFP, a Notice of Intent to
Award was issued to Novalsys Inc. (Powered by Ready
Education LLC) on May 17, 2023. Novalsys Inc. provided
pricing that includes a multi-year discount. The College is
opting for a three (3) year contract at \$58,080.00 per year with
a one-time set-up fee of \$6,670.00. The contract may be
extended for a maximum of 5 (five) additional 1 (one) year
terms, with the annual amount for the extensions to be
negotiated.

There are currently no firms registered with Oregon COBID that
provide Student Engagement Software.

RECOMMENDATION: The Board of Directors authorizes the College to enter into a 3-
year Contract with Novalsys Inc for a total of \$180,910.00 from
September 22, 2023 through September 21,
2026. Expenditures will come from the General Fund.

September 21, 2023

24-044

APPROVE GUARANTEED MAXIMUM PRICE TO SAPLING
CONSTRUCTION FOR THE CASCADE STUDENT UNION
AND CASCADE HALL HVAC REPLACEMENT

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

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

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

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

REPORT: The 2017 and 2022 Bond Programs included funding for deferred maintenance throughout the District.

In the Cascade Student Union and in Cascade Hall the Variable Refrigerant Flow (VRF) systems have failed. Both buildings were constructed during the same time frame and the warranty on the systems has expired. PCC requested Glumac, who has experience with the buildings, to review options. The optimal recommendation is a complete replacement of the existing systems which will address the current issues and other parts of the systems that are approaching the end of their life-cycle.

At their January 19, 2023 meeting, the Board approved BR 23-105 to grant an exemption for competitive bidding and use the construction manager/general contractor (CM/GC) alternative contracting method for this project.

At the June 15, 2023 meeting, the Board approved BR 23-164 in the amount of \$600,000 for early procurement of materials.

Sapling Construction has now provided the Guaranteed Maximum Price (GMP) for the project, the HVAC Replacement in the Cascade Student Union and Cascade Hall. The total proposed GMP is \$4,790,754 which includes preconstruction services and all prior Early Work Amendments.

At the time of GMP preparation Sapling expects to have 12.5% (\$601,185) COBID participation. All identified COBID subcontractors are Minority Owned Business Enterprises. PCC staff will continue to work with Sapling towards increasing participation. While Sapling is not COBID registered it is a joint venture between Pence Construction and Minority Construction Group who are COBID registered.

Sapling is implementing the Green Dot for the Trades Respectful Workplace program.

RECOMMENDATION: That the Board of Directors approve the Guaranteed Maximum Price (GMP) for the Cascade Student Union and Cascade Hall VRF Replacement from Sapling Construction for up to \$5,269,829 including a 10% contingency. Funding is from the 2022 Bond Program.

September 21, 2023

24-045

APPOINTMENT OF DELEGATES TO ATTEND THE 2023
OCCA ANNUAL CONFERENCE IN SUNRIVER, OREGON
NOVEMBER 1 - 3

PREPARED BY: Jennifer Hamlin, Board Coordinator, Office of the President

FINANCIAL
RESPONSIBILITY: Dr. Adrien L. Bennings, President

APPROVED BY: Dr. Adrien L. Bennings, President
Laurie Cremona Wagner, Chair, PCC Board of Directors

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: In accordance with Board Policy B 210, the Board of Directors recognizes the benefits derived by the College through membership in various educational organizations and from attendance of directors at state and national meetings which deal with community college issues. The Chair and Vice Chair have considered a slate of delegates to attend the OCCA Annual Conference in Sunriver, OR from November 1 - 3, 2023.

RECOMMENDATION: That the Board of Directors approves Laurie Cremona Wagner, Kristi Wilson and Kien Truong to attend the 2023 OCCA Annual Conference.

September 21, 2023

24-046

APPOINTMENT OF A BOARD MEMBER TO FILL THE
VACANCY IN ZONE 4 IN ACCORDANCE WITH ORS
341.335(3) FOR THE REMAINDER OF THE TERM
THROUGH JUNE 30, 2025

PREPARED BY: Jennifer Hamlin, Board Coordinator, Office of the President

FINANCIAL
RESPONSIBILITY: Dr. Adrien L. Bennings, President

APPROVED BY: Dr. Adrien L. Bennings, President
Laurie Cremona Wagner, Chair, PCC Board of Directors

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: At the August 17, 2023 Public Meeting of the Portland Community College Board of Directors a motion was approved to declare Zone 4 vacant in accordance with ORS 341.335(3). The Board solicited interested electors within Zone 4 of PCC District to submit applications to fill the vacancy. Five (5) applications were received and the Board reviewed the applications and held interviews on September 12, 2023. The applicant pool was narrowed to one (1) applicant.

RECOMMENDATION: That the Board of Directors approve the appointment of Mari Watanabe to serve as the Zone 4 Board member for the remainder of the term through June 30, 2025.

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.