



PORTLAND COMMUNITY COLLEGE BOARD OF DIRECTORS

Business Meeting



November 16, 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 2023-2024

Belonging

Strategic goal: Ensure that the Board of Directors and the President 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 people and culture centered strategies into its policymaking processes and all board functions.
- Support a people-centered approach to the well-being of students and staff.

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.

- Support the ongoing success of the President in leading the college.
- Engage in strategic advocacy with city, county, regional, state, federal and tribal governments.
- Engage in Board development by participating in evaluations, professional development, board structure and training.

Delivery

Strategic goal: The Board of Directors and the President holds itself accountable for improving equitable student success.

- Monitor semiannual performance on access, enrollment, retention, and completion rates for all students, and work with the President and Administration to reduce and eliminate 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 leading the college through financial support to Student Success initiatives

Workforce

Strategic goal: Advocate for workforce development.

- Understand strategic-level workforce data, and partner with the president and college administration to close talent and opportunity gaps and move students into quality, livable wage careers. Advocate for and support private, local, state and federal policy and investments in community colleges to promote holistic workforce development strategies.
- Communicate the benefits of the recent bond measure to community members, partners and stakeholders as it pertains to workforce development and equitable student success.

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

November 16, 2023

[Sylvania Campus](#)

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

Streaming Link: <https://portlandcc.zoom.us/j/96094862286>

Or Telephone: +1 253 205 0468 or +1 253 215 8782 US

Webinar ID: 960 9486 2286

AGENDA

4:30 PM **EXECUTIVE SESSION**

in accordance with ORS 192.660 (2) (h) litigation, (k) school safety and (d) labor negotiations.

Media Requests to join the Executive Session can be phoned in to 971.722.7268 or emailed to boardmember@pcc.edu by noon of the meeting date. Please use MEDIA REQUEST in the subject line.

5:30 PM **DINNER** (*Invite Only*)

OAK/ELM ROOMS

5:45 PM **WORK SESSION**

- Board Procedures
- [Policy Governance Administration Task Force](#)

7:20 PM **BUSINESS SESSION**

SY CC 233 A&B

Call to Order

- Land Acknowledgment
- Approval of Agenda — November 16, 2023
- Approval of Minutes — October 19, 2023

7:25 PM **PRESIDENT'S UPDATES**

- President's Reports
 - Recognitions
 - Other College Updates
 - Administration & Finance, Eric Blumenthal
 - Academic Affairs, Dr. Katy Ho
 - Student Affairs, Dr. José DeLa Cruz
 - Strategy, Policy and Integrated Planning, Kurt Simonds

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- People Strategy, Equity, and Culture, Dr. Howard Croom
- [Personnel Action Report](#), Dr. Steven Nakana

8:15 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, November 15 at 5:00 pm.

8:30 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

24-057	Commendation of Retiring Employee – Anita Gibson-Carrie (23 Years).....	077
24-058	Commendation of Retiring Employee – Nancy Hartman (19 Years)	078
24-059	Commendation of Retiring Employee – Kathleen Roundtree (18 Years)	079
24-060	Commendation of Retiring Employee – Tony Vaughn (10 Years).....	080

CONTRACTS

24-061	Approve Contract for District-Wide Staff Computer Replacements Phase 2 to Dell Technologies.....	081
24-062	Approve Guaranteed Maximum Price to Buildscape LLC for the District Wide IT Tenant Improvements Project.....	082
24-063	Accept Final Evaluation of Use of Alternative Contracting Method for the Opportunity Center @ 42nd Avenue Project	084
24-064	Accept Final Evaluation of Use of Alternative Contracting Method for the Sylvania Campus Health Technologies East Building Renovations....	090
24-065	Ratification of Contract Award for District Wide Wireless Access Points Upgrades to Ednetics Inc	097
24-066	Contract Approval for Rock Creek Campus ADA Intersection Improvements to PIHL-INC.....	099
24-067	Contract Approval for Sylvania Stormwater Mitigation to Paul Brothers Inc	100
24-068	Contract Approval for Sylvania Campus HT West Geotechnical Services to Central Geotechnical Services.....	102
24-069	Contract Approval for District Wide Wireless Access Points to Dasher Technologies.....	103
24-070	Authorization to Enter into Contract for Enterprise Resource (ERP) Planning Software with Workday	104

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24-071	Authorization to Amend an Existing Contract for Auditor Eide Bailly	106
	<u>BOARD</u>	
24-072	Resolution for the Approval of the FY2024 Internal Audit Plan.....	107
24-073	2024 Patron Award Nomination	115

8:35 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, November 15 at
5:00 pm.

8:50 PM **REPORTS**

- 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

9:10 PM **ADJOURNMENT**

Portland Community College
PO BOX 19000, Portland, Oregon 97280

October 19, 2023

BOARD MEETING MINUTES Sylvania Campus

ATTENDANCE

Laurie Cremona Wagner, Greg McKelvey, Dan Saltzman, Kien Truong, Mari Watanabe, Kristi Wilson (virtual)

WORK SESSION

The Board of Directors met in Work Session to discuss the Financial Plan for Enterprise Resource Planning (ERP), the President's Work Plan, the Board Meeting Schedule as well as the draft Board Goals for 2023 – 2024.

BUSINESS SESSION

Chair Cremona Wagner called the Business Meeting to order at 6:41 pm and shared the Land Acknowledgement.

SWEARING IN

Dr. Bennings conducted the Swearing in of Board Member Mari Watanabe, Zone 4.

The October 19, 2023 agenda was approved as published. Saltzman/McKelvey

Cremona Wagner – Yes	Saltzman – Yes	Wilson – Yes
McKelvey – Yes	Truong – Yes	
Penson – Absent	Watanabe - Yes	

The September 21, 2023 minutes were approved as published. Truong/Watanabe

Cremona Wagner – Yes	Saltzman – Yes	Wilson – Yes
McKelvey – Yes	Truong – Yes	
Penson – Absent	Watanabe - Yes	

RECOGNITION

Dr. Bennings recognized Sylvania Campus Academic Advisor, Rick Maas, for outstanding service and kudos provided by a student. Also recognized was Alan Meeker for 31 years of service at PCC.

PRESIDENT'S UPDATES

Dr. Bennings provided college updates including mention of PCC's award of a second round of the Future Ready Oregon Workforce Readiness grant and the opening of the Mobile Welding Outreach and Skills Training Center. Michael Northover, CIO, provided updates regarding the current WiFi issues. Eric Blumenthal, Executive Vice President of Administration and Finance, provided updates on the [Key Financial Ratio Analysis](#) as well as the [Budget Report](#) for the first quarter. Dr. Katy Ho, Vice President of Academic Affairs, also provided a brief update regarding Gray Associates.

INFORMATION SESSIONS

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

[Policy Governance Task Force Update](#) – Dr. Adrien Bennings, President

PUBLIC COMMENT ON AGENDA ITEMS

Frank Goulard - consent agenda; in person

Michael Sonnleitner – agenda item 24-052; in-person

CONSENT AGENDA

Chair Cremona Wagner proposed approval of Resolutions 24-047 through 24-056.

McKelvey/Watanabe

Cremona Wagner – Yes

Saltzman – Yes

Wilson – Yes

McKelvey – Yes

Truong – Yes

Penson – Absent

Watanabe - Yes

A motion was made to approve the Board Goals for 2023 – 2024 as discussed in the Work Session. Saltzman/Watanabe

Cremona Wagner – Yes

Saltzman – Yes

Wilson – Yes

McKelvey – Yes

Truong – Yes

Penson – Absent

Watanabe - Yes

PUBLIC COMMENT ON NON-AGENDA ITEMS

Michael Sonnleitner – Community-Building Issues / Public Comment; in person

Allison Gross – Working Conditions at PCC; in person

Megan Savage – Campus Infrastructure Issues, Reorg/Communication/Responsibility; in person

Jesse Dreyer – FFAP Bargaining; in person

Laura Wadlin – FFAP Bargaining / WiFi; in person

Jessica Johnson – Facilities at Southeast; in person

Rachel Bridgewater – WiFi; in person

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 Board Members Saltzman, Truong, Watanabe, Wilson

ADJOURNMENT

There being no further business, the meeting adjourned at 9:02 pm.

Laurie Cremona Wagner, Chair

Dr. Adrien L. Bennings, President

Prepared by:

Jennifer Hamlin, Board Coordinator

Minutes approved on November 16, 2023

November 16, 2023

24-057

COMMENDATION OF RETIRING EMPLOYEE - ANITA
GIBSON-CARRIE (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: Anita Gibson-Carrie has performed faithfully in her duties as
Office Support Staff and a Graduation and Transfer Credit
Evaluator for Portland Community College since November 20,
2000. She retires effective October 31, 2023.

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

November 16, 2023

24-058

COMMENDATION OF RETIRING EMPLOYEE - NANCY
HARTMAN (19 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: Nancy Hartman has performed faithfully in her duties as an
Administrative Assistant, Office Assistant, Coordinator for
Foundation Database, and Annual Giving Officer at Portland
Community College since November 1, 2004. She retires
effective October 31, 2023.

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

November 16, 2023

24-059

COMMENDATION OF RETIRING EMPLOYEE - KATHLEEN
ROUNDTREE (18 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: Kathleen Roundtree has performed faithfully in her duties as
Enrollment Services Specialist for Portland Community College
since August 21, 2005. She retires effective October 20, 2023.

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

November 16, 2023

24-060

COMMENDATION OF RETIRING EMPLOYEE - TONY
VAUGHN (10 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: Tony Vaughn has performed faithfully in his duties as a
Supervisor for Food Services at Portland Community College
since February 25, 2013. He retires effective November 30,
2023.

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

November 16, 2023

24-061

APPROVE CONTRACT FOR DISTRICT-WIDE STAFF
COMPUTER REPLACEMENTS PHASE 2 TO DELL
TECHNOLOGIES

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 Bond includes funding for IT upgrades across the district.

P&CC and IT staff have identified the need to replace staff computers across the district. IT staff have identified staff computers that were over five years old and required replacement.

The equipment to be purchased from Dell Technologies will be using the contract established by the National Cooperative Purchasing Alliance, reference number 01-42. The Community College Rules of Procurement Section CCR-205 exempts the college from a competitive process when using an approved cooperative contract.

Phase 1 of the replacements were purchased through Dell Technologies for \$855,101 and was approved by the board on May 18, 2023 through BR 23-147. IT staff are now ready to move to Phase 2 of the project. Further quotes will be obtained from Dell as IT has staffing resources available. The total expenditures with Dell for Phase 2 will not exceed \$345,000.

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 purchase Phase 2 replacement staff computers from Dell Technologies for up to \$345,000. Funding will be from 2017 Bond funds.

November 16, 2023

24-062

APPROVE GUARANTEED MAXIMUM PRICE TO
BUILDSKAPE LLC FOR THE DISTRICT-WIDE IT TENANT
IMPROVEMENTS PROJECT

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 include funding for furnishings and equipment across the district.

Over the last two years P&CC staff and Information Technology (IT) leadership have evaluated the space needs for IT staff across the district. This process has taken into account the changes required by the College reorganization and new methods of delivering IT services. IT management has identified a need to move to a shared workspace concept for staff working hybrid schedules.

At their May 18, 2023 meeting, the Board approved BR 23-139 to grant an exemption for competitive bidding and use the construction manager/general contractor (CM/GC) alternative contracting method for this project.

On June 30, 2023, the Request for Proposals (RFP) was advertised in the Daily Journal of Commerce, State of Oregon (OregonBuys), BidLocker, Portland Observer, and the Portland Business Tribune. 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 July 2023, 2023 two (2) proposals were received. One proposal was received from a COBID registered firm. The contractor proposals were evaluated based on experience, overall project and schedule, subcontracting plan, social responsibility approach and fee structure. After review, Buildscape, LLC was selected as the CM/GC contractor for this project.

Buidskape has provided a Guaranteed Maximum Price of \$2,152,262 to the College. PCC staff have reviewed and recommend acceptance.

Buidskape is registered with the Oregon Certification Office for Business Diversity as an Emerging Small Business (ESB).

COBID subcontractor participation is below

ESB	36%
MBE	15%
WBE	2%
DBE	2%
SDVBE	1%

Buidskape 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 District-Wide IT Tenant Improvements Project from Buidskape LLC for up to \$2,367,488 including a 10% contingency. Funding is from both the 2017 and 2022 Bond Program.

November 16, 2023

24-063

ACCEPT FINAL EVALUATION OF USE OF ALTERNATIVE
CONTRACTING METHOD FOR THE OPPORTUNITY
CENTER @ 42ND AVENUE PROJECT

PREPARED BY: John MacLean, Finance & Procurement Manager, Planning
and 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: ORS 297C.335 requires the College to obtain Board approval
prior to using an alternative contracting method.

At its October 24, 2019 meeting, the Board, through BA 20-061
approved the use of the Construction Manager/General
Contractor (CM/GC) contracting method to address the
renovation of the east side of the Health Technologies Building
in addition to any associated campus deferred maintenance
needs.

At its February 27, 2020 meeting, the Board, through BA 20-
105, approved the award of a contract to Andersen
Construction LLC 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;

Actual project cost was \$35,135,000 compared to initial project estimate of \$32,500,000.

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

The GMP was \$26,348,405.

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

Eighteen change orders were issued totaling \$1,421,707.

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

The success of the Opportunity Center at 42nd Avenue can be measured by the support of Workforce Programs through new classrooms, computer labs, office space, meeting and event spaces, and parking. Along with the PCC's Workforce Development staff, Small Business Development Center (SBDC), the Oregon Department of Human Services, and NAYA occupy the building. A number of new construction development practices have been implemented including PCC's first Mass Timber Structure, Critical Race Theory, Design Justice and Trauma Informed Design. It is also an all-electric building, included the 1.5% Green Energy Trust, and fostered the development of a Tree Impact and Preservation Reporting process. The building is LEED Gold Certified. In addition, Home Forward is on track to develop 84 units of community affordable housing in a four-story building that will include an Early Learning Child Care Center managed by NAYA. PCC maintains property ownership while Home Forward is responsible for development, operation, and maintenance of the housing facility.

Change Orders issued totaling \$2,207,500 resulted from material escalation and supply chain costs, material lead time considerations, environmental responsibilities exceeding DEQ requirements through exploration, excavation and safe disposal of unsuitable soils to ensure occupant safety and ensure property value and clear land title.

Change Orders also addressed improved building efficiencies that reduce operational costs consisting of lighting controls, IT upgrades, photovoltaic (solar) systems monitoring and net metering, irrigation and landscape upgrades, leased parking for construction vehicles and personnel to eliminate traffic and parking in surrounding neighborhoods, additional security during construction to mitigate theft and vandalism as well as security enhancements to accommodate additional building tenants.

Change Order costs were paid from a combination of Owner and Contractor Contingencies, maintaining the budget.

While the project came in under budget, the schedule for this work saw delays due to the ongoing pandemic and the resulting college limitation of working hours for contractors on-site. These schedule impacts did not adversely affect the Center's staff and their programs as they continued to occupy the old building during construction of the new building.

(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 CM/CG solicitation process was formally advertised in local trade and business publications. Four 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 four 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 CM/GC. Multiple bids for the various scopes of work were received with the contracts awarded to the lowest responsive and responsible bidders. Many of the subcontracts were awarded to state-certified minority, woman-owned and emerging small businesses (MWESB) contractors. 35% of the contract value was awarded to MWESB firms, exceeding college 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 contract to the firm it believed was the most responsive and technically capable to manage the scope of work.

II. The CM/GC firm completed the Owner/Architect/Contractor 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 CM/GC selections, 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.

VIII. The CM/GC contractor worked to meet the College's goals on workforce achieving 28% Apprentice, 31% BIPOC workers, and 15% women workers

(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 CM/GC was required to have proven expertise constructing a mass-timber building.

(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 CM/GC contracting method 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 project's funding sources. Funding came from the general obligation bond passed by voters in the November 2017 election.

(I) Market conditions;

Comment: Construction market conditions were favorable at the time this project was bid resulting in multiple proposals and significant costs savings in the project.

(J) Technical complexity;

Comment: The project was a large and complex project that addressed the needs of multiple different building users.

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

Comment: This was a new construction project, however the adjacent existing buildings remained operational during construction.

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

Comment: The project consisted of three phases:

- Construction of the new building
- Demolition of the existing buildings to allow Home Forward to build affordable housing
- A Multnomah County-funded TI project to add a health clinic to the building.

(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 accept the final evaluation of the use of the alternative contracting method for the Opportunity Center @ 42nd Avenue Building project.

November 16, 2023

24-064

ACCEPT FINAL EVALUATION OF USE OF ALTERNATIVE
CONTRACTING METHOD FOR THE SYLVANIA CAMPUS
HEALTH TECHNOLOGIES EAST BUILDING RENOVATIONS

PREPARED BY: John MacLean, Finance & Procurement Manager, Planning
and 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: ORS 297C.335 requires the College to obtain Board approval
prior to using an alternative contracting method.

At its January 18, 2018 meeting, the Board, through BA 18-080
approved the use of the Construction Manager/General
Contractor (CM/GC) contracting method to address renovation
of the east side of the Health Technologies Building along with
any associated campus deferred maintenance needs.

At its September 20, 2018 meeting, the Board, through BA 19-
028, approved the award of a contract to Lease Crutcher Lewis
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;

Actual project cost was \$76,600,000 compared to initial project estimate of \$40,000,000. During design development the scope of the original project was significantly increased including the permanent move of the Biology program to the ST building and addressing code required improvements to the campus.

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

The GMP was \$57,078,305.53

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

Twenty change orders were issued totalling \$5,598,470.

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

The success of the HT Eastside Renovation can be measured by the series of obstacles outside of the project that were overcome, thus allowing the College to meet the original goal of being finished with the renovation for Fall instruction in 2023.

During design, the global pandemic forced all user engagement and design sessions to be held virtually, which resulted in users having less of an understanding of what was being developed for their new spaces. In addition to the pandemic and remote working, the College was also actively reorganizing the College's internal structure, which inadvertently affected the participation from users during design sessions. This restructuring of the College also led to late design changes for several departments that were now under new leadership. These issues coupled with political unrest, the 2021 forest fires, and the significant rise in crime, appears to have reduced engagement in the project during this time.

During design it became apparent that the permanent relocation of the Biology department to the Science Technology Building was the optimal solution to space needs in the HT. The required remodels and renovations in the ST to support this added \$10M to the project budget.

Construction for the HT Eastside Renovation was further impacted by breakdowns in global supply lines, due to ongoing issues related to the global pandemic. Materials and equipment went from being delayed to discontinued, which resulted in more expensive substitutions in order to stay on schedule. During the initial stages of the pandemic, construction on site was also significantly limited by PCC with regards to allowable working hours onsite, as well as limits on the number of workers, and the proximity between them resulting in significant impacts to the schedule. Once these issues subsided and the college resumed typical construction hours, there began to be labor shortages in several key trades that further exacerbated the schedule delays.

Construction also experienced several setbacks, due to issues with the existing infrastructure on the Sylvania Campus. It was not until the newly renovated building was going to be integrated into the larger campus-wide systems, that it was discovered several systems were either in disrepair or needing full replacement for the newly renovated HT to be brought on-line. While the contractor, design team, and PCC's FMS staff worked extremely well together to overcome these obstacles, these problems were further worsened by continued issues with delayed supply lines and escalation.

While most of the issues experienced on this project were outside of the College's control, a deeper investigation into the campus' existing systems outside of the scope of this project may have resulted in less impacts to the overall schedule. While the cost for these repairs/replacements would have still been covered by the project, the impacts to the schedule would have been less if this unanticipated scope was understood/accounted for earlier into the overall project schedule.

Considering the obstacles that this project overcame, the College views this as a successful project. Occupants of the newly renovated building are pleased with their new space and are excited for the renovation of the west side of the HT building.

(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 CM/CG solicitation process was formally advertised in local trade and business publications. Four 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 four 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 CM/GC. Multiple bids for the various scopes of work were received with the contracts awarded to the lowest responsive and responsible bidders. Many of the subcontracts were awarded to state-certified minority, woman-owned and emerging small businesses (MWESB) contractors. 30% of the contract value was awarded to MWESB firms, exceeding college 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 contract to the firm it believed was the most responsive and technically capable to manage the scope of work.

II. The CM/GC firm completed the Owner/Architect/Contractor 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 CM/GC selections, 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.

VIII. The CM/GC contractor worked to meet the College's goals on workforce achieving 24% Apprentices, 23% BIPOC workers, and 14% women workers.

(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 CM/GC was required to have proven expertise managing complex projects in an occupied building.

(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 CM/GC contracting method 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 project's funding sources. Funding came from the general obligation bond passed by voters in the November 2017 election.

(I) Market conditions;

Comment: Construction market conditions were favorable at the time this project was bid resulting in multiple proposals and significant costs savings in the project.

(J) Technical complexity;

Comment: The project was a large and complex project that addressed both deferred maintenance issues and programmatic needs.

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

Comment: The building was emptied during construction.

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

Comment: The work was a single phased project that addressed the east side of the building. Design is underway on renovation of the west side.

(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 accept the final evaluation of the use of the alternative contracting method for the Sylvania Health Technologies East Side Building project.

November 16, 2023

24-065

RATIFICATION OF CONTRACT AWARD FOR DISTRICT
WIDE WIRELESS ACCESS POINTS UPGRADES TO
EDNETICS INC

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: 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: The 2022 Bond Program includes funding for IT Infrastructure upgrades throughout the district. A planned project for 2024 was the upgrade of wireless access points districtwide. The completion of this project is dependent on completion of the ongoing project to upgrade network switches. As the College returned to primarily in-person work and classes, it became clear that the current wireless network could not fully support staff and student needs. Ednetics, the contractor replacing the wireless switches, is able to integrate the replacement of the wireless access points with that project, which will allow a quicker resolution to the current issues with wireless access.

The College issued an Emergency Declaration on October 18, 2023 to allow Ednetics to perform this work as a change order to their current contract.

Ednetics provided a change proposal of \$119,905 to add this scope of work to the switch replacement project. The College reviewed this and authorized Ednetics to proceed. The revised contract value with Ednetics will be \$251,990

There is no COBID participation on this contract. Ednetics is not COBID registered and no COBID firm was available to perform the work.

RECOMMENDATION: That the Board of Directors ratify the award of change order to Ednetics Inc for the District-Wide Access Control Point Replacement Project bringing the total contract value to \$277,189 including a 10% contingency. Funding will be from the 2017 and 2022 Bonds.

November 16, 2023

24-066

CONTRACT APPROVAL FOR ROCK CREEK CAMPUS ADA
INTERSECTION IMPROVEMENTS TO PIHL-INC.

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: 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: The 2017 Bond Program includes funding ADA improvements throughout the district. An identified need is improvements to traffic intersections at the Rock Creek campus to provide increased ADA access to the campus learning gardens.

On October 18, 2023, the Invitation to Bid (ITB) was advertised in the Daily Journal of Commerce, State of Oregon (OregonBuys), BidLocker, Portland Observer, and the Portland Business Tribune. In addition, P&CC staff reached out to all identified COBID registered firms who could provide these services. A total of six (6) firms attended the mandatory pre-bid meeting. At the bid closing time of 11:00 AM Nov 7, 2023 three (3) bids were received. 1 bid was received from COBID registered firms.

The lowest responsive and responsible bid of \$394,800 was submitted by PHIL-INC and has been reviewed by P&CC and acceptance is recommended.

There is 17% DBE/WBE participation on this contract. As a low bid procurement the College cannot include COBID utilization in the determination of award.

RECOMMENDATION: That the Board of Directors authorize PCC to execute a contract with PHIL-INC for the Rock Creek Campus ADA Intersections project for up to \$434,280 which includes a 10% contingency. Funding will be from the 2017 Bond.

November 16, 2023

24-067

CONTRACT APPROVAL FOR SYLVANIA STORMWATER
MITIGATION TO PAUL BROTHERS INC

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: 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: The 2022 Bond Program includes funding site improvements throughout the District. An identified need is to provide improved stormwater mitigation at the west side of the Sylvania Campus. This is a code required improvement from the City of Portland.

On October 9, 2023, the Invitation to Bid (ITB) was advertised in the Daily Journal of Commerce, State of Oregon (OregonBuys), BidLocker, Portland Observer, and the Portland Business Tribune. In addition, P&CC staff reached out to all identified COBID registered firms who could provide these services. A total of seven (7) firms attended the mandatory pre-bid meeting. At the bid closing time of 2:00 PM Nov 7, 2023 three (3) bids were received. Two bids were received from COBID registered firms.

The lowest responsive and responsible bid of \$170,047 was submitted by Paul Brother Inc and has been reviewed by P&CC and acceptance is recommended.

There is no COBID participation on this contract. As a low bid procurement the College cannot include COBID utilization in the determination of award.

RECOMMENDATION: That the Board of Directors authorize PCC to execute a contract with Paul Brothers Inc for the Sylvania Campus Stormwater Mitigation Project for up to \$187,052 which includes a 10% contingency. Funding will be from the 2022 Bond.

November 16, 2023

24-068

CONTRACT APPROVAL FOR SYLVANIA CAMPUS HT WEST
GEOTECHNICAL SERVICES TO CENTRAL GEOTECHNICAL
SERVICES

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: 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: The 2022 Bond includes funding for renovating the Sylvania Campus Health Technologies Building West Side.

As part of this project the College has identified a need for geotechnical services to support the design and construction of the project.

As part of the 2022 Bond the College issued an RFP to create a list of firms to provide engineering services on a price agreement. Central Geotechnical Services was one of five firms selected as a result of that process and is the only one that provides the scope of work needed for this project.

Central Geotechnical Services have provided a proposal for \$251,000 to provide the required services. PCC staff have reviewed and recommend acceptance.

Central Geotechnical Services are registered with the Oregon Certification Office for Business Diversity as a Service Disabled Veteran Owned Business.

RECOMMENDATION: That the Board of Directors authorize PCC to execute a contract with Central Geotechnical Services for the Sylvania Campus HT West project for up to \$276,100 which includes a 10% contingency. Funding will be from the 2022 Bond.

November 16, 2023

24-069

CONTRACT APPROVAL FOR DISTRICT WIDE WIRELESS
ACCESS POINTS TO DASHER TECHNOLOGIES

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: 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: The 2022 Bond includes funding for Information Technology (IT) upgrades. Upgrading wireless technology infrastructure is a critical need for the College. This process was started in the 2017 bond and a new phase of upgrades is now ready to proceed.

At the August 2021 meeting the Board approved BA 22- 021 to award the contract for the previous phase of the procurement to Dasher Technologies.

Dasher Technologies has provided a quote to complete this phase of the procurement for \$505,144. P&CC and IT staff have reviewed the proposal and recommend acceptance. The procurement will use a cooperative contract through the Midwestern Higher Education Compact - contract # MHEC TECH OR - MHEC-12152020. This contract is valid through July 31, 2024.

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

RECOMMENDATION: That the Board of Directors authorize PCC to execute a contract with Dasher Technologies for District Wide Wireless Access Points for up to \$555,658 which includes a 10% contingency. Funding will be from the 2022 Bond.

NOVEMBER 16, 2023

24-070

AUTHORIZATION TO ENTER INTO CONTRACT FOR
ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE
WITH WORKDAY

PREPARED BY: Michael Mathews, Director, Procurement and Contracting

FINANCIAL
RESPONSIBILITY: Eric Blumenthal, Executive Vice President, Administration and Finance

APPROVED BY: Dr. Adrien L. Bennings, President

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

REPORT: The College has a need to replace Banner, the existing ERP software. Following an extensive internal readiness and preparedness analysis of suitability and fitness for purpose, the Workday ERP solution was found to be the most advantageous to the College.

Workday is an Enterprise Resource Planning (ERP) application that integrates the data and processes of Portland Community College's administrative functions. ERP encompasses Human Resources, Finance - including Payroll and Procurement, Student Enrollment, and Financial Aid systems. The ERP system is critical to the day-to-day operation of the College.

The Workday purchase will be conducted utilizing a cooperative procurement contract through the National Cooperative Purchase Alliance (NCPA) contract # 01-103. Portland Community College Public Contracting rules CCR.205 and Oregon Revised Statutes ORS 279A.200 to ORS 279A.220 allow the College to purchase from a properly solicited cooperative contract.

Cost Breakdown:

Yr 1 Licensing \$1,593,915.00	Yr 6 Licensing \$2,280,768.00
Yr 2 Licensing \$2,015,885.00	Yr 7 Licensing \$2,326,386.00
Yr 3 Licensing \$2,454,219.00	Yr 8 Licensing \$2,372,913.00
Yr 4 Licensing \$2,497,209.00	Yr 9 Licensing \$2,420,375.00
Yr 5 Licensing \$2,236,051.00	Yr 10 Licensing \$2,468,783.00

Training Fees: \$212,520.00

Other Services: \$67,000

Workday is not registered with the Oregon Certification Office for Business Inclusion and Diversity (COBID)

RECOMMENDATION: The Board of Directors Authorizes the College to enter into a contract with Workday Inc. for a contract term of 10 years, not to exceed \$22,950,000.

NOVEMBER 16, 2023

24-071

AUTHORIZATION TO AMEND AN EXISTING CONTRACT
FOR AUDITOR EIDE BAILLY

PREPARED BY: Michael Mathews, Director, Procurement and Contracting

FINANCIAL
RESPONSIBILITY: Jim Crofts, Director of General Accounting, Financial Services

APPROVED BY: Eric Blumenthal, Executive Vice President, Administration and
Finance
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: The College has an existing contract for audit services that was
entered into as the result of Request for Proposals 18-002 and
Board Authorization 19-076. The initial contract was for a term
of five years and a total dollar amount of \$530,000.

The College has a need to amend the current contract with our
audit firm Eide Bailly due to changes in software requirements
for filing the 990-T and recent Governmental Accounting
Standards Board (GASB) changes to the standards GASB 87
and GASB 96 required additional services.

The College also is required to engage the audit firm to
complete several new single audits this year, to comply with
federal requirements.

The contract will be amended to increase the amount by
\$45,000.00 based on the agreed upon rate structure in the
original contract to a new total of \$575,000.

RECOMMENDATION: The Board of Directors authorizes the College to increase the
current contract with Eide Bailly by \$45,000.00 for a new total
contract value of \$575,000.00 from the general fund.

November 16, 2023

24-072

RESOLUTION FOR THE APPROVAL OF THE FY 2024
INTERNAL AUDIT PLAN

PREPARED BY: Christine Croskey, Internal Auditor, Office of the Internal Auditor

APPROVED BY: Dr. Adrien L. Bennings, President

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

REPORT: The International Standards for the Professional Practice of Internal Auditing require that a risk-based plan be established to determine the priorities of the internal audit function, consistent with the organization's goals. The accompanying FY 2024 Internal Audit Plan summarizes the annual risk assessment and outlines the projects that the Internal Auditor and contracted internal audit support plan to perform in FY 2024. The plan was reviewed with Board Audit Committee members in October 2023. Completion of the plan will be monitored at Audit Committee meetings.

RECOMMENDATION: That the Board of Directors approve the FY 2024 Internal Audit Plan as presented.

Internal Audit Plan

Fiscal Year 2024

Approved by the PCC Board of Directors on XX XX, 2023

Executive Summary

The purpose of the annual Internal Audit Plan (Plan) is to outline risk assessment, consulting, assurance and other activities the Portland Community College (PCC) Office of Internal Audit (OIA) will conduct during the remainder of fiscal year 2024. The Plan's development and approval are intended to satisfy requirements of the Audit Committee and Internal Audit Charter and the International Professional Practices Framework of the Institute of Internal Auditors (Standards).

This year, PCC contracted with Portland State University's Internal Audit department (PSU) to provide support for internal audit services including completion of portions of the risk assessment (Appendix A). OIA reserves time within the Plan to be responsive to board and management concerns.

Methodology

Risk assessment procedures identify key risks by interviewing stakeholders, scanning relevant industry risks, and financial analysis. PSU performed a financial analysis of auditable units based on information provided to them by PCC management. PSU then combined that analysis with an assessment of the financial significance and likelihood of each identified risk and presented OIA with a listing of recommended projects in areas of heightened risk.

PSU conducted a survey of nearly 300 management level positions across the organization to obtain input from internal stakeholders on control and compliance risks. OIA conducted interviews with executive management to discuss risks within their respective units and across the organization¹.

After utilizing the recommended project list from PSU, referencing the PSU/PCC contract, and calculating the remaining hours in the current fiscal year, OIA identified these projects for completion during the remainder of fiscal year 2024.

Internal Audit Available Hours

Total Hours (1 staff * 173 days * 8 hours) ²	1,384
Less: Indirect Hours (Administrative responsibilities, professional development, leave, and various meetings)	(279)
Plus: PSU Support Contract Hours	475
Total Hours Available for Audits & Other Projects	1,580

¹ OIA will continue to conduct risk assessment interviews with executive staff in the remainder of FY24

² Total hours calculated beginning November 1, 2023

Description of Service Areas

Assurance Services: Assurance services involve the internal auditor's objective assessment of evidence to provide an independent opinion or conclusions regarding a process, system, or other subject matter. Assurance services include performance audits, financial audits, compliance audits, and Information Technology (IT) audits.

Consulting Services: Advisory and related client service activities, the nature and scope of which are agreed to with management, are intended to add value and improve an organization's governance, risk management, and control processes without the internal auditor assuming management responsibility. Examples include counsel, advice, facilitation, and training.

Investigative Services: OIA manages the EthicsPoint hotline and may receive reports through that hotline relating to ethics, accounting and financial issues, information technology, or safety and security. Reports may also be reported directly to the Internal Auditor. OIA will follow up on reports received and coordinate as appropriate with the affected department, People Strategy, Equity, and Culture (PSEC). OIA will develop and execute an investigative plan where appropriate.

Follow Up: OIA maintains a list of unresolved recommendations made during previous assurance engagements. OIA will coordinate with departments to ensure management is addressing identified risks.

Internal Audit Management: Management of the audit function includes planning and quality control activities, outreach and communication with internal stakeholders as is required by Standards.

FY 2024 Internal Audit Plan

Service Area	Project	Description	Estimated Hours
Assurance	➤ Purchase Card (P-Card) Audit	➤ Audit to assess P-card controls and transactions.	375
	➤ Physical Access	➤ Audit to assess physical access card controls	385
	➤ Clery Act Compliance Audit	➤ Audit to assess compliance with Clery Act requirements.	385
Consulting	➤ Respond to ad hoc questions and requests as needed.		96
Investigative	➤ Administer the PCC EthicsPoint reporting system		60
Internal Audit Management (Indirect Hours)	➤ Perform activities required to manage the internal audit function, including the annual risk assessment, audit plan, and final progress report, quality assurance and improvement program, Audit Committee coordination, outreach and communications, benchmarking and metrics.		279

FY 2024 Internal Audit Project Timeline

Audit Project	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	PCC	PSU
P Card Audit									290	85
Physical Access									295	90
Clery Act Audit									85	300

	Project performed by PCC OIA ³
	Project performed by PSU

FY 2024 Internal Audit Tier II Projects

OIA has identified the following list of projects that can be undertaken in FY 2024 in the event the scheduled projects are completed early or are stopped. Projects in this category are often listed as planned projects the following fiscal year.

Service Area	Project	Description
Follow Up	➤ Cash Controls Follow Up	➤ Audit to assess the effectiveness of management's corrective action plan implemented after the Cash Controls audit performed by Moss Adams in 2019.
Assurance	➤ Electronic User Access	➤ Audit to assess controls over user access to electronic assets.
	➤ Behavioral Intervention Team (BIT) audit	➤ Performance audit of PCC's Behavioral Intervention program.
	➤ ADA/Accessibility	➤ Audit to assess ADA compliance.
	➤ Financial Aid TBD	➤ Audit to assess Title IV Compliance.

³ As part of the internal audit quality assurance and improvement plan (QAIP) there are hours for each project allocated to the non-lead organization for workpaper and product review.

Portland Community College
Internal Audit Risk Assessment
Fiscal Year 2024



September 26, 2023

Prepared
By
Portland State University Internal Audit

Executive Summary

In order to support the transition between Internal Auditors, Portland Community College contracted with Portland State University Office of Internal Audit (PSUOIA) to perform and document a college wide risk assessment, as is required at least annually by the Institute of Internal Auditors' International Professional Practices Framework ("*Standards*").

Based on the results of this college wide risk assessment, PSUOIA recommends internal audit services be performed on the following topics:

- Fraud Prevention (vendor management)
- COSO Enterprise Risk Management
- Cash Controls (Follow-up Audit)
- Purchase Cards
- Information Access/Data Security
- Grant Management
- Budget Management
- Contract Management
- Accessibility/Americans with Disabilities Act Compliance
- Capital Projects
- Policy Management
- Employee Hiring/Onboarding/Recordkeeping
- Payroll (Follow-up Audit)
- Federal TRIO Programs (Financial Aid)
- Clery Act Compliance (US DOE can levy \$62,689 per violation and can ultimately withhold Title IV Financial Aid for material violations.)
- Title IV of the Higher Education Act Compliance (Financial Aid - over refunding, stale-dated checks and similar risks not tested in the Single Audit)

Methodology

PSUOIA identified key risks, established risk criteria based on best practices implemented by other Internal Audit Departments throughout governmental and academic entities in the State of Oregon, and scored:

1. A measure of materiality based on the financial impact.
2. The significance of impact that a failure to meet strategic objectives and goals would have on the college as a whole.
3. The likelihood that performing a difficult process or function may result in a risk event, keeping in mind that as a process or function becomes more complex, the greater the opportunity for errors.
4. The perceived effectiveness of internal controls decreasing the likelihood of a risk event, in particular accountability, segregation of duties, compensating controls, and policies and procedures.

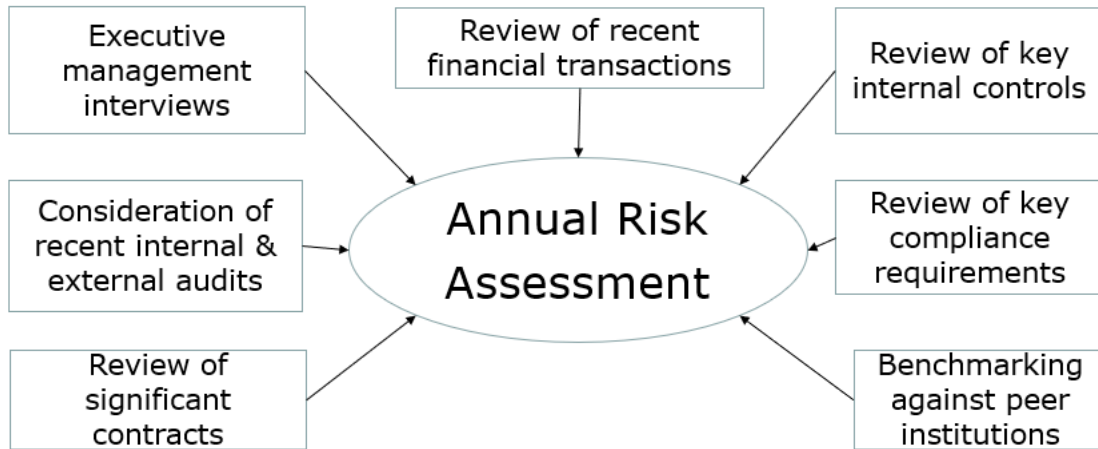
PSUOIA identified auditable units in both Support Services and Academic Units by organization code, program descriptions and corresponding 2021 and 2022 total expenditures. Horizontal and vertical analysis was performed and included into the scoring.

Executive management provided information and input including surveying 290 key stakeholders from throughout the college. Their feedback was factored into the scoring.

PSUOIA analyzed the results to determine if risk ratings were consistent with what professional judgment would expect.

It is our understanding that Portland Community College's Internal Auditor will present this risk assessment to, and seek input and approval from, the Board Audit Committee.

Overview of College Wide Risk Assessment



FY 2024 Internal Audit Risk Assessment								
Auditable Units	Risks	Financial Materiality	Failure to Meet Goals	Impact (1-10)	Complexity	Internal Controls	Likelihood (1-10)	Risk Rating

November 16, 2023

24-073

2024 PATRON AWARD NOMINATION

PREPARED BY: Christina Kline, Executive Director, PCC Foundation

APPROVED BY: PCC Foundation Board of Trustees
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: In 2007, the PCC District Board established the Portland Community College Distinguished Patron Award to recognize extraordinary levels of service to the College. Nominees are made by the PCC Foundation and the PCC President and then submitted to the PCC Board for approval. The award, an annual college honor presented by the PCC Board of Directors, goes to a person or organization that has made a significant contribution to ensure student access to education. Since 2012, commencing with the first gala, the award has been presented during the PCC Foundation's annual gala. The Patron Award will be presented during the 2024 PCC Foundation Gala on April 27, 2024, at the Hyatt Regency Portland at the Oregon Convention Center.

To date, Patron Award recipients include: Richard and Sharon Helzer; Doreen S. Margolin (posthumously, 2007); Norma Jean Germond (2008); Barbara Raz; Mary Holmström (2009); Lee and Virginia Finders (posthumously) (2010); The James F. and Marion L. Miller Foundation (2011); Intel Corporation; The Oregon Community Foundation (2012); No award in 2013; Ross Lienhart and Sheila Edwards-Lienhart (posthumously) (2014); The Renaissance Foundation—Irvig Levin and Stephanie Fowler (2015); Meyer Memorial Trust (2016); Betty Duvall (2017); Robert Wimmer and Howard Butzer (2018); Chris and Tom Neilsen (2019), PCC Retirees (2020); Anne Naito-Cambell; The Honorable Margaret Carter (2021); No award in 2022; Craig H. Neilsen Foundation (2023)

2024 Nominee: Denise Frisbee

Denise Frisbee served on the College Board from 2005 to 2021, representing Zone 1 for four terms. She served as Board Chair from 2008-09 and again from 2012-14. She also served two terms as the President of the Oregon Community College

Association (OCCA), the statewide organization representing Oregon's 17 community colleges.

Director Frisbee co-chaired the successful 2017 PCC bond measure and served as the Board liaison for the 2008 bond campaign. She also served on the Association of Community College Trustees (ACCT) governance and policy committees.

In 2014, Director Frisbee was honored with the OCCA's Howard Cherry Award for Outstanding Board Member, the highest state honor for community college trustees. In 2019, she received the Chuck Clemans Award for exceptional service from OCCA in recognition of her service as OCCA President. She also received a Distinguished Service Award from the City of Lake Oswego in 2011.

In addition to her service on the College Board, Director Frisbee and her husband Robert recently served as committee members on the PCC Foundation's *Campaign For Opportunity*, helping raise more than \$46 million for student success. They have endowed the Denise and Robert Frisbee Legislative Intern award and are both Champions for Opportunity. Director Frisbee is a member of the Amo DeBernardis Legacy Society, which honors donors who leave PCC in their estate plans.

2024 Nominee: Senator Michael Dembrow

Michael Dembrow is the state senator for District 23, covering portions of NE and SE Portland and the city of Maywood Park. First elected by voters in 2008 to the state house, he is serving his third elected term in the Senate after being appointed to the seat in November 2013. Voters re-elected Michael to the Senate in November 2014 and again in 2016 and 2020.

Senator Dembrow currently serves as Chair of the Senate Education Committee and as the Co-Chair of the Joint Committee On Ways and Means Subcommittee On Natural Resources. He also sits on the Joint Ways and Means Subcommittee on Education and the Joint Committee On Legislative Policy and Research.

Senator Dembrow was an English instructor at Portland Community College's Cascade Campus in North Portland. He has been teaching writing and film studies at the college since 1981, and served as the President of the PCC faculty union for 16 years. In 2007, he was appointed to the State Board of Education. Michael's passion for film drives his involvement in

the Cascade Festival of African Films, which he helped create in 1991. The Festival, which Michael is co-director of, has grown in size each year since its founding.

RECOMMENDATION: The PCC Board of Directors present the 2024 Patron Award to Denise Frisbee and Senator Michael Dembrow.

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.