



PORTLAND COMMUNITY COLLEGE BOARD OF DIRECTORS

Business Meeting



March 21, 2024



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 |

February 15, 2024

BOARD MEETING MINUTES

ATTENDANCE

Laurie Cremona Wagner, Kristi Wilson, Tiffani Penson, Dan Saltzman, Kien Truong, Mari Watanabe, Nathaniel Kung

EXECUTIVE SESSION

The PCC Board of Directors met in accordance with ORS 192.660 (2) to discuss and hear reports on (d) labor negotiations, (h) litigation and (k) school safety.

WORK SESSION

The Board of Directors met in Work Session. Jennifer Gossett and Kaela Parks provided an update regarding the [ADA Comprehensive Transition Plan](#).

BUSINESS SESSION

Chair Cremona Wagner called the Business Meeting to order at 6:52 pm and shared the Land Acknowledgement.

Chair Cremona Wagner announced that the resolution regarding Ratification of the Collective Bargaining Agreement between Portland Community College and the PCC Federation of Faculty and Academic Professionals (FFAP) was pulled from the agenda on Wednesday, February 14 at the request of the FFAP. This resolution will be voted on by the Board of Directors during the Business Meeting portion of their Special Session on Saturday, February 17, pending the vote outcome of FFAP members on Friday, February 16, 2024.

Chair Cremona Wagner asked for a motion to approve the February 15, 2024 agenda.
Penson/Saltzman

Cremona Wagner – Yes

Saltzman – Yes

Wilson – Yes

McKelvey – Absent

Truong – Yes

Penson – Yes

Watanabe - Yes

Chair Cremona Wagner asked for a motion to approve the January 18, 2024 minutes.
Watanabe/Wilson

Cremona Wagner – Yes

Saltzman – Yes

Wilson – Yes

McKelvey – Absent

Truong – Yes

Penson – Yes

Watanabe - Yes

RECOGNITION

Dr. Bennings recognized and highlighted Black History Month, Day of Remembrance for Japanese American Communities, and Career Technical Education (CTE) Month.

1TT1

[PCC's Open Educational Resources \(OERs\)](#) was highlighted by Kerry Leek, Rachel Bridgewater and Jen Klaudinyi as part of PCC's One Together, Together One (1TT1) initiative.

PRESIDENT'S UPDATES

Dr. Bennings provided updates on [PCC's Advocacy Day at the Capitol](#) and the [Personnel Action Report \(PAR\)](#).

Dr. Bennings also invited members of Cabinet to provide updates:

Executive Vice President of Administration and Finance, Eric Blumenthal provided an update and answered questions around resolution 24-095 regarding Revised Investment Standards & Practices.

Vice President of Student Affairs, Dr. José DeLa Cruz, shared updates regarding PCC's Strategic Enrollment, Persistence & Retention efforts.

Vice President of Strategy, Policy and Integrated Planning (SPIP), Kurt Simonds, provided updates around the most recent Strategic Planning efforts.

INFORMATION SESSIONS

ENTERPRISE: Cultivate a long-term sustainable college enterprise
[PCC Foundation Update](#) - Christina Kline, Kim Morgan, Jans Dykhouse

PUBLIC COMMENT ON AGENDA ITEMS

Michael Sonnleitner; Agenda Item 24-095 (Adopt Revised Investment Standards and Practices); In-Person

CONSENT AGENDA

Chair Cremona Wagner proposed approval of Resolutions 24-090 through 24-095.

Director Truong requested to pull 24-095 for a separate vote. Chair Cremona Wagner asked for a motion to approve pulling 24-095 for a separate vote. Truong/Saltzman

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

Chair Cremona Wagner asked for a motion to approve Resolutions 24-090 through 24-094. Watanabe/Wilson

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

After further discussion on Resolution 24-095, it was determined that more information would be required before a vote could be taken.

Chair Cremona Wagner asked for a motion to Table Resolution 24-095.

Saltzman/Truong

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

PUBLIC COMMENT ON NON-AGENDA ITEMS

Marcia Roi, Workforce Readiness; In-Person

Travis Ebert; Employee Compensation for Work; In-Person
Christian Martinez Guzman; Custodian Testimony; In-Person
Michael Sonnleitner; International Students; In-Person

REPORTS

Reports were provided by Student Board Member Nathaniel Kung on behalf of the District Student Council; Jeff Grider, PCC Federation of Classified Employees (AFT Local 3922); Julie Hastings, in Frank Goulard's stead, PCC Federation of Faculty and Academic Professionals (AFT Local 2277); and Board Members Wilson, Watanabe and Cremona Wagner

ADJOURNMENT

There being no further business, the meeting adjourned at 8:58 pm.

Laurie Cremona Wagner, Chair

Dr. Adrien L. Bennings, President

Prepared by:

Jennifer Hamlin, Board Coordinator

Minutes approved on March 21, 2024

Portland Community College
PO BOX 19000, Portland, Oregon 97280

February 17, 2024

BOARD SPECIAL SESSION MINUTES

ATTENDANCE

Laurie Cremona Wagner, Kristi Wilson, Tiffani Penson, Kien Truong, Mari Watanabe, Nathaniel Kung

BUSINESS SESSION

Per the announcement at the beginning of the February 15, 2024 PCC Board of Directors meeting, a Special Business Session was called to order prior to Board Members meeting for their bi-annual retreat.

Chair Cremona Wagner called the Special Business Meeting to order at 9:00 am and welcomed those who attended in person and online.

Chair Cremona Wagner asked for a motion to approve Resolution 24-096.
Truong/Wilson

Cremona Wagner – Yes

Saltzman – Absent

Wilson – Yes

McKelvey – Absent

Truong – Yes

Penson – Yes

Watanabe - Yes

ADJOURNMENT

The Business Session was adjourned at 9:03 am and the Board of Directors continued with their Winter Retreat.

Laurie Cremona Wagner, Chair

Dr. Adrien L. Bennings, President

Prepared by:

Jennifer Hamlin, Board Coordinator

Minutes approved on March 21, 2024

- People Strategy, Equity, and Culture, Dr. Howard Croom
- Government Relations, Sage Learn
 - [Government Relations Update](#)

8:00 PM **INFORMATION SESSIONS**

WORKFORCE: Respond to community and workforce needs by developing a culture of agility

- [Semiconductor Workforce Training](#) – Karen Paez, Sage Learn

ENTERPRISE: Cultivate a long-term sustainable college enterprise

- [Procurement Annual Report with P&CC Workforce Equity Update](#) - Mike Matthews, John MacLean, Amy James-Neel

8:30 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, March 20 at 5:00 pm.

8:45 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.)

CONTRACTS

- | | | |
|--------|---|-----|
| 24-097 | Contract Approval for District-Wide Student-Facing
Computer Replacements to Dell Technologies | 178 |
| 24-098 | Increase Contract Amount for CM/GC Services
for the Opportunity Center @42nd Health
Clinic with Andersen Construction | 179 |

BOARD

- | | | |
|--------|--|-----|
| 24-099 | Approval of Technical Corrections to
Board of Directors Audit Committee and
Internal Auditor Charter | 181 |
|--------|--|-----|

8:50 PM **NON-CONSENT AGENDA**

PERSONNEL

- | | | |
|--------|--|-----|
| 24-100 | Management, Confidential, and Executive Salary
and Benefit Adjustments for FY 2023-24
and FY 2024-25 | 188 |
|--------|--|-----|

8:55 PM **PUBLIC COMMENT ON NON-AGENDA ITEMS**

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can request a time slot by using this [link](#). Details and directions can be found at the link. Deadline for signups: Wednesday, March 20 at 5:00 pm.

9:10 PM **REPORTS**

- Student Update—Nathaniel Kung, Student Board Trustee

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- 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

9:30 PM **ADJOURNMENT**

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March 21, 2024

24-097

CONTRACT APPROVAL FOR DISTRICT-WIDE STUDENT-FACING COMPUTER REPLACEMENTS 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 2022 Bond includes funding for IT upgrades across the district.

P&CC and IT staff have identified the need to replace student-facing computers located on campuses and centers across the district. IT staff have identified computers that are over five years old and require replacement. The work will be completed in phases allowing for IT staff availability to install the new computers.

The equipment is to be purchased from Dell Technologies using the contract established by the National Cooperative Purchasing Alliance, reference number 01-143. The Community College Rules of Procurement Section CCR-205 exempts the college from a competitive process when using an approved cooperative contract.

Dell Technologies have provided a quote for \$942,216 for Phase 2 replacement computers. PCC staff have reviewed the quote and recommend acceptance.

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

RECOMMENDATION: That the Board of Directors authorize PCC to execute a contract with Dell Technologies for \$942,216 for replacement computers. Funding will be from 2022 Bond funds.

March 21, 2024

24-098

INCREASE CONTRACT AMOUNT FOR CM/GC SERVICES
FOR THE OPPORTUNITY CENTER @ 42nd HEALTH CLINIC
WITH ANDERSEN CONSTRUCTION

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 of Administration & 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: On February 27, 2020, through Board Resolution 20-105, the Board of Directors authorized the College to enter a contract with Andersen Construction for a not to exceed fee of \$165,000 for preconstruction services for the replacement of the existing Portland Metropolitan Workforce Training Center with a new building. The site is now known as the Opportunity Center at 42nd Avenue.

On September 23, 2021, through Board Resolution BA22-039, the Board of Directors authorized the College to enter into a Guaranteed Maximum Price (GMP) agreement with Andersen Construction for up to \$28,983,246 including contingency.

On August 18, 2022, through Board Resolution BA23-032, the Board of Directors authorized the College to increase the GMP by \$4,998,442 for the build out of a Health Clinic to be operated by Multnomah County.

Due to unforeseen delays in reaching an acceptable lease agreement with the County the GMP from Andersen was delayed until February 2024. As a result of this, the proposed GMP is \$5,177,416. With the inclusion of a 10% owners contingency there is a need to increase the board authorization by \$696,716. The revised amount to be authorized is \$5,695,158.

PCC is providing \$1,000,000 towards this project with the rest being reimbursed by Multnomah County. Both PCC and the County have reviewed the proposal from Andersen.

Andersen currently has 31.3% COBID participation and 21.9% MBE/DBE participation. This additional scope of work is projected to have a similar level of participation.

RECOMMENDATION: That the Board of Directors authorize PCC to execute an amendment to the existing contract with Andersen Construction for the Opportunity Center at 42nd Avenue for up to \$5,695,158, which includes a 10% contingency. The new contract value will be a maximum of \$34,678,404. Funding will be from the 2017 Bond and through a reimbursement agreement with Multnomah County.

March 21, 2024

24-099

APPROVAL OF TECHNICAL CORRECTIONS TO BOARD OF
DIRECTORS AUDIT COMMITTEE AND INTERNAL AUDITOR
CHARTER

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

APPROVED BY: Dr. Adrien L. Bennings, President

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

REPORT: According to the Institute of Internal Auditors (IIA) Global Internal Audit Standards, the chief audit executive must periodically review the audit charters and present them to the Board for approval. The PCC Board initially approved the Audit Committee charter on February 18, 2020 by Resolution 10-065 and the Internal Auditor charter on September 17, 2015 by Resolution 16-032. Technical corrections were made to the Audit Committee charter on May 20, 2010 by Resolution 10-099, on June 21, 2012 by Resolution 12-133, and on June 27, 2019 by Resolution 19-132.

The Internal Auditor identified additional necessary edits to the charters. These edits will help to ensure alignment with internal audit standards and current practice.

RECOMMENDATION: Approve technical corrections to the Board of Directors Audit Committee Charter and Internal Auditor Charter.



Charters of the Board of Directors Audit Committee and Internal Auditor

I. Board of Directors Audit Committee

A. Purpose

The Audit Committee of the Board of Directors of Portland Community College is established by resolution to assist the Board in fulfilling its oversight responsibilities relating to:

1. Integrity of the College financial records including the financial statements;
2. Retaining the independent (external) auditor and assuring qualifications and independence;
3. Ensuring the independence and performance effectiveness of the external and internal audit functions;
4. Sufficiency of the system of disclosures and internal controls regarding finance, accounting, legal compliance and ethics as established in Board policy; and
5. Operational performance of the College, particularly with regard to the business risks for the College and the sufficiency of the College's risk mitigation programs.

B. Organization

The Audit Committee is a committee created by the Board of Directors as a whole.

C. Policy

1. The Audit Committee shall be comprised of not less than two members. At least one member is a member of the Board of Directors. At least one member is a community member in the College District.
2. The term of membership is four years.
3. Members may serve two consecutive terms.
4. Committee members from the PCC Board will be designated by the Board through resolution.
5. One of the Board members on the committee shall be designated as Audit Committee Chair by Board resolution.
6. The pool of candidates for consideration as College District committee members is comprised of responses to a public "request for participation" prepared by the Board, and of nominations made by Board members. The Audit Committee will review and evaluate candidates from those recommendations, and select a number of well-

qualified candidates for interview. Interviews shall be conducted by the Audit Committee Chair, Internal Auditor, Vice President of Finance and Administration, any existing College District committee member and up to two additional Board members. Following the interviews, the interviewers shall meet to discuss which candidate(s) the Internal Auditor will recommend to the Board for consideration. The selection of the College District committee member(s) shall be at the pleasure of the Board.

7. In the event a community member cannot serve the entire term, the process outlined in C.6 shall be used to select a replacement.
8. If permitted by the qualifications and experience of members of the PCC Board of Directors who might serve on this committee, committee members must have financial management expertise sufficient to fulfill their responsibilities, as determined by the PCC Board as a whole.
9. The College President will be an ex-officio member of the committee, in order to ensure effective staff support for the committee's efforts.

D. Procedure

1. The Audit Committee will meet at least twice annually:
 - a. To hear and comment on the annual audit plan(s) as proposed by staff and the external and Internal Auditor. At this meeting, the Committee may provide feedback as to particular areas of focus for the upcoming audit activity. Both College staff (as designated by the College President) and the external audit firm's audit principal will attend.
 - b. To hear and comment on the draft annual audit report as prepared by the external audit firm prior to its submission to the College Board of Directors. To also hear and comment on the annual internal audit report prepared by the Internal Auditor prior to its submission to the College Board of Directors.
2. The Audit Committee will report on its meetings at the next regularly scheduled meeting of the Board as a whole.
3. The Committee may consider an additional meeting to review and comment on the College's draft Consolidated Annual Financial Report (CAFR).
4. The committee may call special meetings with the concurrence of committee members.

E. Authority

1. The Audit Committee is an advisory committee to the Board of Directors and has no independent authority not granted to it by resolution of the Board of Directors.
2. As a committee of the Board, the Audit Committee does not possess management control authority over College staff, nor does it have supervisory authority over the external or internal audit functions.
3. The agenda for the Board Audit Committee meetings is set by the Chair of the Committee with input from the Internal Auditor, College

Board, President, and Vice President of Finance.

F. Specific Responsibilities

The committee shall:

1. Review internal audit plans and results prior to their submission by the Internal Auditor to the Board as a whole.
2. Report to the Board its opinions regarding the College response to the internal and external audit results.
3. Review specific areas of future audit focus for consideration, and provide feedback and opinions to the Internal Auditor, College President, and Board of Directors.

G. Sunset

The Audit Committee may be dissolved by resolution of the Board as a whole.

II. Internal Auditor

A. Purpose

The Internal Auditor reports to the College President. The Internal Auditor's role is to support the mission and values of Portland Community College by providing objective and independent advising and assurance services that will enhance the organization's operations and programs. The auditor helps to ensure that the institution's resources, assets, and program operations are systematically evaluated and risks are appropriately defined and rigorously managed. In carrying out their duties and responsibilities, the auditor shall have full, free, and unrestricted access to all College records, property, and personnel except where such access may be limited or barred by federal or state law, or the provisions of a relevant collective bargaining agreement. No private agreement between PCC and a third party shall be used to limit the applicability of this section.

B. Objectives

1. Establish an ongoing, independent capability to review all College operations, including related organizations where appropriate, to:
 - a. Ensure compliance with statutes, regulations, and policies;
 - b. Review reliability and integrity of financial data, operating information, and the means used to identify, measure, classify and report it;
 - c. Make value-added recommendations for improvements regarding economy, quality, continuous improvement, and effectiveness;
 - d. Assess opportunities for improving management control, economic effectiveness, and the organization's image; and
 - e. Perform appropriate follow-up procedures and assess the effectiveness of actions taken.
2. Establish an ongoing risk assessment process in collaboration with the

College President and senior management. The auditor will:

- a. Facilitate conversations and exercises in a multi-layered risk assessment approach, initiating with the College President and senior management, then secondarily with line management and personnel in the identification of potential risks.
 - b. Report on significant legislative or regulatory issues impacting the organization.
 - c. Evaluate internal controls supporting operations.
 - d. Identify operations with significant operating exposure to a campus or center and/or the overall College where appropriate internal controls are not evident; these will be defined as potential high risk.
 - e. Communicate and discuss potential high-risk exposures at the College with the College President and Board of Directors.
 - f. Consider further evaluation of the risk exposure as part of a more detailed internal audit analysis.
 - g. Utilize risk assessment outcomes in development of a prioritized annual internal audit work plan based on recognized levels of risk exposure and possible resulting liabilities.
 - h. Include recommendations for consideration by the College President and/or the Board to strengthen internal controls through a change in operational and/or financial practices, documented policies, guidelines, etc.
3. Serve as in-house management consultants to the Board and College President, who may request assistance from the auditor on an as-needed basis to review special issues, including strategic plan initiatives, and/or conduct such audits on the campuses, centers, and in the district offices as may be requested.
 4. Suggest to the College President plans for the audit function for the forthcoming year and the rationale for such audits. With the concurrence of the College President, present the annual audit plan to the Audit Committee for feedback, and recommend the annual audit plan to the Board for ultimate approval.
 - a. Implement the annual audit plan as approved, including special requests by the College President.
 - b. Issue periodic reports to the College President and to the Board summarizing the results of the audits.
 - c. Immediately report to the College President any significant findings that would jeopardize the College's legal standing or represent a significant immediate risk.
 - d. Coordinate with and provide oversight of other controls and monitoring functions related to risk management, compliance, security, ethics, and environmental issues.

C. Policy

1. The auditor shall serve as an in-house management consultant to the

College. The College President and senior management may request assistance from the auditor on an as-needed basis to review special issues, including strategic plan initiatives, and/or conduct such audits on the campuses or centers as may be requested.

2. The auditor will have no direct responsibility or authority for any of the activities or operations under review. An internal audit does not relieve staff of the College of the responsibilities assigned to them.
3. The auditor is not authorized to:
 - a. Perform any operational duties for the organization.
 - b. Initiate or approve accounting transactions external to their role.
 - c. Hire or engage external entities in the process of audit functions without the express written permission of the College President.
4. The College President shall review and approve requests for assistance to conduct special reviews and investigations.
5. The auditor shall follow the College's Investigation Procedures when conducting investigations.
6. The auditor's cost shall be funded through the College's biennial budget process.
7. The scope of work of the auditor shall encompass all College operations, including related organizations where appropriate, with the exception of academic instruction by the faculty.

D. Reporting Responsibilities

1. The results of audit engagements, the conclusions formed, and the recommendations made will be promptly reported by the auditor to the appropriate administrative personnel. Management is responsible for seeing that necessary and appropriate corrective action on any reported deficiency is either planned or taken within a reasonable period of time after receipt of a report disclosing those conditions. Management will include a written response in the formal audit report indicating the actions to be taken to correct the deficiencies noted. The response should include a timetable for anticipated completion of any action to be taken and a justification for any recommendations that will not be addressed.
2. Draft audit reports are internal working documents and as such are the basis for college staff to clarify audit findings. Audit reports are to include an executive summary, as well as a measure of the seriousness of the findings and associated risks.
3. The auditor will submit an annual report to the College President, to the Chair of the Audit Committee, and to the College Board of Directors that summarizes the internal auditing activities of the previous year. All completed reviews, special projects, and investigations conducted by the auditor shall be made available to the Audit Committee, the Board of Directors and the College President.

E. Standards of Audit Practice

The Internal Auditor, in carrying out the internal audit function, shall abide by the required elements within the Domains of the Global Internal Audit Standards as promulgated by the Institute of Internal Auditors (IIA). Optional recommended elements of the Standards, including implementation and supplemental guidance, will also be considered.

March 21, 2024

24-100

MANAGEMENT, CONFIDENTIAL, AND EXECUTIVE SALARY
AND BENEFIT ADJUSTMENTS FOR FY 2023-24 and FY
2024-25

PREPARED BY: Dr. Howard Croom, Associate Vice President,
People Strategy, Equity, and Culture

APPROVED BY: Dr. Adrien L. Bennings, President

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

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

Survey data from multiple sources during the current year has been reviewed. The data comes from the Portland Area Cross Industry Survey, Government/Education (Milliman); Northwest Management Salary Survey, Government/Education (Milliman); and the CUPA-HR Professional and Administrative Surveys for All Public - Pacific Region. The data from these sources show an average market adjustment of 5.23%, based on 2022 data. PACMACC also considered the significant increases in inflation and high cost of living in the Portland metropolitan area.

RECOMMENDATION: That the Board of Directors approve for FY 2023-24 the following adjustments:

For Management and Executive Employees, a 6.0% increase to the salary structure;

For Confidential employees, a 5.0% increase to the salary structure;

An increase of 3.5% applied to the salaries of each individual management and executive employee; and an increase of 4.5% for each individual confidential employee; and

All such adjustments to be applied in accordance with PSEC practice and to be effective as of the first pay period of FY2023-24; and

That the Board of Directors approve for FY2024-25 the following adjustments:

For Management and Executive Employees, a 8.0% increase to the salary structure;

For Confidential employees, a 8.0% increase to the salary structure;

An increase of 3.5% applied to the salaries of each individual management, confidential, and executive employee;

All such adjustments to be applied in accordance with PSEC practice and to be effective as of the first pay period of FY2024-25; and

That the college maximum monthly contributions for health insurance for Management, Confidential, and Executive employees be increased based on the employee's elected tier of enrollment as follows: Employee only: \$785; Employee + spouse: \$1416; Employee + child(ren): \$1315; Family: \$1953.

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.