



PORTLAND COMMUNITY COLLEGE BOARD OF DIRECTORS

Business Meeting



January 16, 2025



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 2024- 2025

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 by receiving and reviewing trend reports on a quarterly basis.
- 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 the college to work towards being a designated Hispanic Serving Institution.

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 to ensure Operational Excellence, Academic Excellence, and Fiscal Sustainability.
- Provide holistic support to the President including mental health and wellbeing.
- 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.
- Attend all board retreats, board meetings and participate in one conference, as available, per year.

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, faculty and staff.

Workforce

Strategic goal: Advocate for workforce development.

- 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 bond measures 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

January 16, 2024

[Sylvania Campus](#)

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

WORK SESSION Streaming Link: <https://portlandcc.zoom.us/j/95376632779>

Or Telephone: +1 253 215 8782 OR +1 719 359 4580 US

Webinar ID: 953 7663 2779

BUSINESS SESSION Streaming Link: <https://portlandcc.zoom.us/j/98141572366>

Or Telephone: +1 669 900 6833 OR +1 346 248 7799 US

Webinar ID: 981 4157 2366

AGENDA

5:00 PM **BOARD DINNER** (*invite only*)

5:30 PM **WORK SESSION** **OAK/ELM ROOMS**

- Zone 7 Vacancy Timeline Discussion
- [2025-2028 Strategic Goals Survey Review](#)
- Board Topic Requests and Process Review
- Review of Anticipated February Board Meeting Topics
- [Legislative Update](#)

6:50 PM **BUSINESS SESSION**

Call to Order

- Land Acknowledgment
- Approval of Agenda — January 16, 2024
- Approval of Minutes — November 21, 2024
- Approval of Minutes — December 19, 2024

7:00 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, January 15 at 5:00 pm.

7:15 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, January 15 at 5:00 pm.

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- 7:30 PM **REPORTS**
- ASPCC Senate President – Josh Hutchinson – [Student Activity Fee Presentation](#)
 - PCC Federation of Faculty and Academic Professionals (AFT Local 2277) – Ben Cushing, President
 - PCC Federation of Classified Employees (AFT Local 3922) - Jeff Grider, President
 - Board Members

- 7:50 PM **PRESIDENT’S UPDATES**
- President’s Reports and College Updates
 - [Q3 PAR \(Personnel Action Report\)](#)
 - Integrated Budget and Planning Council (IBPC) Update
 - [Affordable Housing Update](#)

- 8:30 PM **INFORMATION SESSIONS**
- ENTERPRISE: Cultivate a long-term sustainable college enterprise
- [Annual Comprehensive Financial Report & Audit Opinion/Financial Update](#) – Dina Farrell, Jim Crofts, Kristin Diggs
 - [Eide Bailly 2023 Audit Results](#) – Kristin Diggs, Eide Bailly

- 9:00 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

25-037	Amend Lease for Capitol Park Building for the Planning and Capital Construction Office with Craig & Kristy Neubo	052
25-038	Contract Approval for Rock Creek Building Two Renovation And Construction of New Career Technical Education Building(S) Pre-Design Services to Bora Architecture and Interiors	054
25-039	Contract Approval for District Wide Firewall Replacement to Ednetics, Inc.....	056
25-040	Ratification of Changes in Amount and Funding Source for District-Wide Telephone System Replacement with Zoom Video Communications, Inc.....	058
25-041	Ratify Contract Amendment for the Comprehensive Human Resources Study Performed by Trupp HR, Inc.....	060

BOARD

25-042	Salary Adjustment for Non-Bargaining Unit Community Education Instructors.....	062
25-043	Salary Adjustment for Non-Bargaining Unit Academic Non-Credit Instructors.....	063
25-044	Approval of 2025-2028 Strategic Goals	065

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9:05 PM	NON-CONSENT AGENDA:	
	25-045	Ratification of Ground Lease to Our Just Future for Affordable Housing.....067
9:10 PM	ADJOURNMENT	

Portland Community College
PO BOX 19000, Portland, Oregon 97280

November 21, 2024

BOARD MEETING MINUTES
Sylvania Campus

ATTENDANCE

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

EXECUTIVE SESSION

The PCC Board of Directors met in accordance with ORS 192.660 to discuss (a) employment of a public officer, (d) labor negotiations, (e) property transactions, (k) school safety.

WORK SESSION

The Board of Directors met in Work Session. Before any other business, Chair Wilson made an announcement that she will be stepping down from her role as Board Director and current Board Chair, effective 5:00 pm on Friday, November 22, 2024. The Board heard reports regarding the recent ACCT Leadership Conference and the OCCA Annual Meeting from their colleagues who attended. The Board discussed the Board Member Appointment Process. Exact timing is yet to be determined. Chair Wilson inquired of Board Members to assess if anyone would be interested in serving as Board Chair for the remainder of FY 24-25. Director Penson expressed interest.

BUSINESS SESSION

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

Before any other business, Chair Wilson reiterated her plans to step down from her role as Board Director and Chair effective 5:00 pm Friday, November 22.

A motion was made to declare the Zone 7 Board Position Vacant as of 5:01 pm Friday, November 22, 2024. Saltzman/Penson

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

The November 21, 2024 agenda was approved as published. Watanabe/McKelvey

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

The October 17, 2024 minutes were approved as published. McKelvey/Penson
Cremona Wagner – Absent Saltzman – Yes Wilson – Yes
McKelvey – Yes Truong – Yes
Penson – Yes Watanabe - Yes

PUBLIC COMMENT ON AGENDA ITEMS

NONE.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Josh Bouchard; the state of academic advising; in-person.

REPORTS

Reports were provided by Student Board Member Josh Hutchinson on behalf of the District Student Council; Jeff Grider, PCC Federation of Classified Employees (AFT Local 3922); Ben Cushing (AFT Local 2277), and Board Members Watanabe, Penson and Truong.

RECOGNITIONS

President Bennings recognized Director Wilson for her outstanding support of PCC during her time on the Board of Directors. Additional guests who attended to recognize Chair Wilson were Hillsboro Mayor Steve Calloway and former Board Member Mohamed Alyajouri.

1TT1 SPOTLIGHT

Lisa Assheim shared valuable insight regarding PCC's [Counseling and Wellness Services](#), the support available to students, and training information that is available for employees.

PRESIDENT'S UPDATES

President Bennings shared updates regarding partnership work with Portland State University including the Semiconductor partnership, the PSU/PCC institutional MOU, and the Transfer Student Success Intensive. Also shared and discussed was the [Fiscal Sustainability Framework and Action Plan Webpage](#).

INFORMATION SESSIONS

ENTERPRISE: Cultivate a long-term sustainable college enterprise
[2017 Bond Report](#) – Rebecca Ocken, Director, Planning & Capitol Construction

[2025-2027 Biennium Budget Calendar](#) – Dina Farrell, Vice President, Chief Financial Officer

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

[Enrollment Update](#) – Ryan Clark, Associate Vice President, Enrollment Strategy & Management

CONSENT AGENDA

Chair Wilson proposed approval of Resolutions 25-025 through 25-030.
Saltzman/Penson

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

BOARD BUSINESS

A motion was made and seconded to elect Director Tiffani Penson as Chairperson to fulfill the remainder of Chair Wilson's term in FY 24-25. Watanabe/Saltzman

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

Once approved, President Bennings swore in Chair Penson.

ADJOURNMENT

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

Tiffani Penson, Chair

Dr. Adrien L. Bennings, President

Prepared by:

Jennifer Hamlin, Board Coordinator

Minutes approved on November 21, 2024

Portland Community College
PO BOX 19000, Portland, Oregon 97280

December 19, 2024

BOARD SPECIAL SESSION MINUTES
Virtual Meeting

ATTENDANCE

Tiffani Penson, Dan Saltzman, Mari Watanabe, Laurie Cremona Wagner

BUSINESS SESSION

Chair Penson called the Business Meeting to order at 5:03 pm.

The December 19, 2024 agenda was approved as published. Watanabe/Saltzman

Cremona Wagner – Yes	Saltzman – Yes	Zone 7 - Vacant
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McKelvey – Absent	Truong – Absent
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Penson – Yes	Watanabe - Yes
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Chair Penson proposed approval of Resolutions 25-031 through 25-036.

Cremona Wagner/Saltzman

Cremona Wagner – Yes	Saltzman – Yes	Zone 7 - Vacant
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McKelvey – Absent	Truong – Absent
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Penson – Yes	Watanabe - Yes
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ADJOURNMENT

There being no further business, the meeting adjourned at 5:08 pm.

Tiffani Penson, Chair

Dr. Adrien L. Bennings, President

Prepared by:

Jennifer Hamlin, Board Coordinator

Minutes approved on January 16, 2025

January 16, 2025

25-037

AMEND LEASE FOR CAPITOL PARK BUILDING FOR THE
PLANNING AND CAPITAL CONSTRUCTION OFFICE WITH
CRAIG & KRISTY NEUBO

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

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

APPROVED BY: Dina Farrell, Vice President, Business & Finance/Chief
Financial Officer
Katy Ho, Executive Vice President
Dr. Adrien L. Bennings, President

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

REPORT: With Resolution BR 09-075, the Board authorized a lease at the Capitol Park Building of approximately 5,000 sq. ft. to provide space for Planning & Capital Construction staff to operate the Bond Program. Contiguous space was not available on any PCC campus for the program. Since then, the space leased has increased to 7,100 sq ft to accommodate staff growth. With the passing of the 2022 bond measure, it is necessary to extend the lease through June 30, 2026. The initial authorization was for \$460,000. Previous resolutions included:

- BR14-069 for \$160,000 to extend the lease through June 30, 2016
- BR 16-118 for \$104,000 to extend the lease through June 30, 2017
- BR 17-091 for \$216,072 to extend the lease through June 30, 2019
- BR 19-124 for \$470,000 to extend the lease through June 30, 2021
- BR 21-196 for \$325,764 to extend the lease through June 30, 2023
- BR 23-121 for \$330,576 to extend the lease through June 30, 2025

An additional \$158,500 is required to extend the lease through the revised date of June 30, 2026. This request plus the earlier authorizations totals \$2,224,912. Funding for the lease will come from the 2022 Bond funds.

RECOMMENDATION: That the Board of Directors authorize the extension of the lease of the Capitol Park Building through June 30, 2026. The cost for the extension is \$158,100. Expenditures for the lease

will be from 2022 Bond funds. This cost is accounted for in the 2022 bond budget.

January 16, 2025

25-038

CONTRACT APPROVAL FOR ROCK CREEK BUILDING TWO
RENOVATION AND CONSTRUCTION OF NEW CAREER
TECHNICAL EDUCATION BUILDING(S) PRE-DESIGN
SERVICES TO BORA ARCHITECTURE AND INTERIORS

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

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

APPROVED BY: Dina Farrell, Vice President, Business & Finance/Chief Financial Officer
Katy Ho, Executive Vice President
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 the redevelopment of Building 2, which includes new Career Technical Education spaces at the Rock Creek Campus. The project encompasses the creation of one or more new buildings to accommodate Automotive programs, including relocation of the Sylvania Campus program, and the Building Construction Technology program. After those programs are moved out of the existing Building 2 and into their new spaces, Building 2 will be redeveloped to meet current and future program needs. The overall project also includes all necessary swing space and site improvement projects.

On October 24, 2023, the Request for Proposals (RFP) for design services 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 fifty-three (53) firms attended the mandatory pre-proposal meeting. At the proposal closing time of 2:00 p.m. November 30, 2023, eleven (11) proposals were received. Two (2) proposals were received from a COBID registered firm.

Proposals were reviewed and scored by a selection committee and finalists were invited to interview. The highest scoring proposal was from Bora Architecture & Interiors. PCC staff recommends acceptance. Bora partnered with two COBID firms (DAO Architecture & Curious Architects) as part of their proposal. After award Bora & PCC entered into an early work contract, in the amount of \$248,998 to enable development of a full fee proposal for pre-design services. Bora has now provided a fee proposal of \$1,663,919 to take the project through pre-design. This will bring the total proposed fee to date to \$1,912,917

COBID participation at this stage is \$640,709 (33% of contract value). The breakout and number of firms in each category is shown below. As firms may have multiple certifications the total does not match the number above.

WBE (4)	\$568,805	29.7%
MBE (4)	\$586,099	30.6%
ESB (2)	\$173,854	9.1%
DBE	\$539,685	28.2% 

RECOMMENDATION: That the Board of Directors authorize PCC to extend the contract with Bora Architecture & Design for the Rock Creek Campus Building 2 Project to extend through the Pre-Design phase. The new approved contract amount will be \$2,104,209 which includes 10% contingency. Funding will be from the 2022 Bond. This amount is within the project budget.

January 16, 2025

25-039

CONTRACT APPROVAL FOR DISTRICT WIDE FIREWALL
REPLACEMENT TO EDNETICS INC.

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

FINANCIAL
RESPONSIBILITY: Rebecca Ocken, Director, Planning & Capital Construction
Katy Ho, Executive Vice President

APPROVED BY: Dina Farrell, Vice President, Business & Finance/Chief Financial Officer
Katy Ho, Executive Vice President
Dr. Adrien L. Bennings, President

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

REPORT: The 2022 Bond includes funding for IT upgrades across the district.

PCC staff have identified the need to replace the current IT firewall system. The current system is approaching the end of its support lifecycle and maintaining an effective firewall is a critical business requirement. Staff have reviewed the alternatives available and determined that Palo Alto Networks provide the optimum solution to meet the identified needs.

The services required are to be purchased from Ednetics, Inc. using the contract established by the OMNIA cooperative contract # R200803. The Community College Rules of Procurement Section CCR-205 exempts the college from a competitive process when using an approved cooperative contract.

Ednetics has provided a quote for \$1,399,067 for replacement firewalls, including five years of technical support. 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 five-year contract with Ednetics, Inc for \$1,399,067 for replacement firewalls. Funded will be from the 2022 Bond. This is within the IT budget established as part of the bond program.

January 16, 2025

25-040

RATIFICATION OF CHANGES IN AMOUNT AND FUNDING
SOURCE FOR DISTRICT-WIDE TELEPHONE SYSTEM
REPLACEMENT WITH ZOOM VIDEO COMMUNICATIONS,
INC

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

FINANCIAL
RESPONSIBILITY: Rebecca Ocken, Director, Planning & Capital Construction
Katy Ho, Executive Vice President

APPROVED BY: Dina Farrell, Vice President, Business & Finance/Chief Financial Officer
Katy Ho, Executive Vice President
Dr. Adrien L. Bennings, President

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

REPORT: The 2022 Bond includes funding for IT upgrades across the district.

Staff have identified the need to replace the current College telephone system. The existing system is at the end of its useful life and uses services that are no longer supported by the manufacturer. Staff reviewed the alternatives available and determined that Zoom phone services is the optimum solution to meet the identified needs.

The equipment and services required are to be purchased from Zoom Video Communications using the contract established by the NASPO ValuePoint Carahsoft Technology Corp Contract # AR2472. The Community College Rules of Procurement Section CCR-205 exempts the college from a competitive process when using an approved cooperative contract.

The Board, at it's October 17, 2024 meeting, through BR 25-022, approved the use of Zoom Technologies through the NASPO ValuePoint Carahsoft Technology Corp Contract # AR2472. At the time the contract was priced at \$1,200,000 from a mix of 2022 Bond proceeds and College general fund dollars. Further conversations with the vendor have resulted in

a revised price of \$1,443,520 to be funded entirely from the 2022 Bond. Due to the need to have the replacement phone service in place by the end of March 2025, the College proceeded with the contract and now seeks ratification from the board.

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 ratifies PCC's execution of a three-year contract with Zoom Video Communication, Inc for \$1,443,520 for a replacement telephone system funded from 2022 bond proceeds. This purchase is within the IT budget from the 2022 bond.

January 16, 2025

25-041

RATIFY CONTRACT AMENDMENT FOR THE
COMPREHENSIVE HUMAN RESOURCES STUDY
PERFORMED BY TRUPP HR INC

PREPARED BY: Michael Mathews, Interim Associate Vice President of Financial Operations and Compliance

FINANCIAL
RESPONSIBILITY: Howard Croom, Ed.D., Associate Vice President, People Strategy, Equity, & Culture

APPROVED BY: Dr. Katy Ho, Executive Vice President
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 identified the need to amend the contract with Trupp HR, Inc. to extend the time and add detail contract.

A formal Request for Proposal (RFP) process was performed and a subsequent contract was approved by the board (P0107538).

The expanded work of the study will focus on finalizing organizational structures, market studies, compensation structures, and philosophies, as well as conducting pay equity analysis. Specific tasks include refining job instruments and classifications, consolidating jobs, reviewing market benchmarks, recommending salary structure adjustments, and finalizing compensation philosophy. The study will also verify inputs for analysis, identify pay disparities, and prepare a comprehensive final report along with implementation support and knowledge transfer.

The selected firm is certified by the Certification Office for Business Inclusion and Diversity (COBID) as a woman-owned business.

RECOMMENDATION: The Board of Directors authorizes the College to amend the contract with Trupp HR, Inc in the amount of \$143,745.00 for the provision of a comprehensive HR Study. This work is within budget and using funds from the General Fund.

January 16, 2025

25-042

SALARY ADJUSTMENT FOR NON-BARGAINING UNIT
COMMUNITY EDUCATION INSTRUCTORS

PREPARED BY: Dr. Howard Croom, Associate Vice President, PSEC
Michaelyn Seals, Director Total Rewards, PSEC

FINANCIAL
RESPONSIBILITY: Leslie Mestman, Director, Community Education

APPROVED BY: Dr. Jennifer Ernst, Vice President, Academic Affairs
Dr. Katy Ho, Executive Vice President
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Delivery: Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem; Workforce: Respond to community and workforce needs by developing a culture of agility

REPORT: Community Education instructors are not part of the bargaining unit at Portland Community College and receive no step increases. The hourly rate can be an issue when trying to recruit and retain instructors. Requests for instructor pay increases are made after consideration of projected revenues and expenses and have not been as frequent as pay increases for other employee classifications. The last base rate adjustment was in January of 2023.

Current Community Education classroom rate: \$26.24
Current Community Education 1:1 rate: \$31.80

RECOMMENDATION: Increase the Community Education classroom and one on one (1:1) instructor hourly pay 5%.

Proposed Community Education classroom rate: \$27.55
Proposed Community Education 1:1 rate: \$33.39

January 16, 2025

25-043

SALARY ADJUSTMENT FOR NON-BARGAINING UNIT
ACADEMIC NON-CREDIT INSTRUCTORS

PREPARED BY: Dr. Howard Croom, Associate Vice President, PSEC
Michaelyn Seals, Director Total Rewards, PSEC

FINANCIAL
RESPONSIBILITY: Karen Sanders, Assistant Associate Vice President, Academic
and Career Pathways

APPROVED BY: Dr. Jennifer Ernst, Vice President, Academic Affairs
Dr. Katy Ho, Executive Vice President
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Delivery: Redefine time, place, and systems of educational
delivery to create a more learner-centric ecosystem; Workforce:
Respond to community and workforce needs by developing a
culture of agility

REPORT: Academic Non-Credit and Non-Credit Continuing Education
instructors are not part of the bargaining unit at Portland
Community College and receive no step increases. The hourly
rate can be an issue when trying to recruit and retain instructors.
Requests for instructor pay increases are made after
consideration of projected revenues and expenses and have not
been as frequent as pay increases for other employee
classifications. The last base rate adjustment was 2010 (14
years ago).

Current Academic Non-Credit (ANC) and Non-Credit Continuing
Education Unit (CEU) steps:

Step 1: \$51.36

Step 2: \$57.26

RECOMMENDATION: Increase the base pay and number of pay steps from two to five
for PCC academic non-credit instructors (ANC and CEU) in
order to allow flexibility in recruiting instructors.

Proposed Non-Credit ANC and CEU categories:

Step 1: \$55.00

Step 2: \$60.00

Step 3: \$65.00
Step 4: \$70.00
Step 5: \$75.06

January 16, 2025

25-044

APPROVAL OF 2025-2028 STRATEGIC GOALS

PREPARED BY: Sarah Rose Evans, Strategic Planning Manager, Strategy, Policy, and Integrated Planning

FINANCIAL RESPONSIBILITY: Dina Farrell, Vice President and Chief Financial Officer, Finance and Business Services
Dr. Adrien L. Bennings, President

APPROVED BY: Kurt Simonds, Vice-President, Strategy, Policy, and Integrated Planning
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 following goals and objectives were informed by the PCC Community through a community-wide survey conducted November 12th - 22nd, 2024, and were reviewed and affirmed by Cabinet in January of 2025.

GOAL: New Student Onboarding
Theme: Holistic Student Support

Objective 1. Redesign New Student Orientation experience and learning outcomes that align with the First Year Experience, ongoing student engagement, and just-in-time information for all credit and academic noncredit incoming students.

Objective 2. Optimize the use of existing student support technology, as part of the new student onboarding experience.

Objective 3. Develop onboarding processes that are accessible, available in multiple languages, and informed by culturally responsive, identity-affirming, and trauma-sensitive practices, starting with the “steps to enroll” webpages.

GOAL: Fully Implement Strategic Course Scheduling

Themes: Operational and Academic Excellence

Objective 1. Fully Implement Strategic Course Scheduling recommendations and move to an annualized schedule to increase fill rates, utilization of data, and improve operational practices

GOAL: Fully Implement Guided Pathways

Themes: Academic Excellence, Holistic Student Support

Objective 1. Create a program map of all academic programs and transfer disciplines.

Objective 2. Create and pilot a mechanism for continuous improvement of Pathway Teams.

Objective 3. Design a continuous improvement framework for assessing program map functionality and performance.

GOAL: Increase Student Scholarships and Funds for Wrap-Around Supports

Theme: Holistic Student Support

Objective 1. Cultivate and sustain thriving philanthropic partnerships that significantly increase revenue to address unmet student needs.

Objective 2. Grow and engage donors and funding partners through acquisition, renewal and retention.

RECOMMENDATION: Recommend the adoption of the following goals as the core priorities for the College's 2025-2028 Strategic Plan.

- Goal: New Student Onboarding
- Goal: Fully Implement Strategic Course Scheduling
- Goal: Fully Implement Guided Pathways
- Goal: Increase Student Scholarships and Funds for Wrap-Around Supports

January 16, 2025

25-045

RATIFICATION OF GROUND LEASE TO 7705 SE DIVISION
LIMITED PARTNERSHIP KNOWN AS OUR JUST FUTURE
FOR THE SE AFFORDABLE HOUSING PROJECT

PREPARED BY: Michael Mathews, Interim Associate Vice President of Financial Operations and Compliance

FINANCIAL
RESPONSIBILITY: Dina Farrell, Vice President and Chief Financial Officer
Finance and Business Services

APPROVED BY: Dr. Katy Ho, Executive Vice President
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 Board and College recognize the need for affordable housing by our students and community.
Therefore, The College has executed a ground lease agreement of the College property at 7705 SE Division Street at the SE Campus to 7705 SE Division Limited Partnership. The lease is intended to support the development, and operation of a residential project compliant with Section 42 and 142 of the Internal Revenue Code, focusing on affordable housing. The agreement, effective December 6, 2024, is for the long-term development and management by the 7705 SE Division Limited Partnership of the property, including construction, compliance, and financial obligations.

RECOMMENDATION: That the Board ratify Dr. Bennings authority to sign and ratify the Lease Agreement for the term of 99 years to 7705 SE Division Limited Partnership for the annual rent of \$1.00.

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.