



PORTLAND COMMUNITY COLLEGE BOARD OF DIRECTORS

Business Meeting



April 17, 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.

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

April 17, 2025

[Sylvania Campus](#)

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

WORK SESSION Streaming Link: <https://portlandcc.zoom.us/j/98629052969>

Or Telephone: +1 253 215 8782 OR +1 669 444 9171 US

Webinar ID: 986 2905 2969

BUSINESS SESSION Streaming Link: <https://portlandcc.zoom.us/j/99248342630>

Or Telephone: +1 669 900 6833 US OR +1 669 900 6833 US

Webinar ID: 992 4834 2630

AGENDA

5:00 PM **EXECUTIVE SESSION** in accordance with ORS 192.660 (2) (k) school safety.
Media Requests to join the Executive Session can be phoned in to
971.722.4365 or emailed to boardmember@pcc.edu by noon of the meeting
date. Please use MEDIA REQUEST in the subject line.

5:30 PM **BOARD DINNER** (*invite only*)

6:00 PM **WORK SESSION** Oak/Elm Rooms

- [Work Plan Updates](#)
- [FY 25-26 Board Meeting Schedule](#)
- [Review Draft Working Commitments](#)

7:30 PM **BUSINESS SESSION** Rooms 233A/B
Call to Order

- Land Acknowledgment
- Approval of Agenda — April 17, 2025
- Approval of Minutes — March 20, 2025

7:45 PM **CONVENE AS COLLEGE BUDGET COMMITTEE**

- Public Hearing to Approve the Proposed Budget for FY 2025-2027
Biennium in accordance with ORS 294.406 (1)
 - [2025-27 Budget Presentation](#) - Proposed Budget for the 2025-
2027 Biennium — Dina Farrell, Vice President of Finance, CFO
 - Public Comment
 - 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, April 16 at 5:00 pm.
- 25-061 Approval of the Portland Community College
Proposed Budget and the Property Tax Levies
for the 2025-2027 Biennium126

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Board of Director's Office at least 48 hours in advance by calling (971) 722-7268 or by email at
boardmember@pcc.edu.

- 8:05 PM **ADJOURN COLLEGE BUDGET COMMITTEE**
- 8:05 PM **PUBLIC COMMENT ON AGENDA ITEMS**
 Persons wishing to make public comment on agenda items
 can request a time slot by using this [link](#). Details and directions can be
 found at the link. Deadline for signups: Wednesday, April 16 at 5:00 pm.
- 8:20 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, April 16 at 5:00 pm.
- 8:35 PM **REPORTS**
- ASPCC Senate President – Josh Hutchinson
 - 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
- 8:50 PM **PRESIDENT’S UPDATES**
- President’s Reports and College Updates
 - [Recognition of PCC Interns & Frisbee Intern](#)
 - [Personnel Action Report \(PAR\)](#)
- 9:10 PM **INFORMATION SESSIONS**
 ENTERPRISE: Cultivate a long-term sustainable college enterprise
- [Shared Governance and Inclusive Excellence](#) – Dr. Tia McNair, and Marty Alvarado, SOVA
- 9:55 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

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CONTRACTS

25-068	Ratification of Contract with Weaver Technologies for Semi-Conductor Mock Cleanroom	139
25-069	Ratification of the Increase of Contract with Brown &	

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	Brown Insurance Services Inc. for Insurance Broker Services	140
25-070	Authorization to Contract with Southern Educational Consulting and Training for Semiconductor Training Equipment and Curriculum for Teaching Cleanroom....	142
25-071	Authorization to Enter into a Contract with Northwest Control Company for Boiler Installation on Rock Creek Campus Building 9.....	143

10:00 PM **ADJOURNMENT**

Portland Community College
PO BOX 19000, Portland, Oregon 97280

March 20, 2025

BOARD MEETING MINUTES
Sylvania Campus

ATTENDANCE

Laurie Cremona Wagner, Greg McKelvey, Tiffani Penson, Dan Saltzman, Kien Truong (remote), Mari Watanabe, Zone 7: Currently Vacant

BUSINESS SESSION

Chair Penson called the Business Meeting to order at 6:30 pm and shared the Land Acknowledgement.

The March 20, 2025 agenda was approved as published. Watanabe/Saltzman

Cremona Wagner – Yes

Saltzman – Yes

Zone 7 - vacant

McKelvey – Yes

Truong – Yes

Penson – Yes

Watanabe - Yes

The February 20, 2025 minutes were approved as published. Saltzman/McKelvey

Cremona Wagner – Yes

Saltzman – Yes

Zone 7 - vacant

McKelvey – Yes

Truong – Yes

Penson – Yes

Watanabe - Yes

PUBLIC COMMENT ON AGENDA ITEMS

NONE.

PUBLIC COMMENT ON NON-AGENDA ITEMS

NONE.

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 Member McKelvey.

RECOGNITIONS

President Bennings recognized Women's History Month, Employee Appreciation Day, Classified Employee Week, Open Education Week. Additionally, Michelle Luff and Todd Nashiwa were invited up to be recognized as Student Success & Retention Conference (SSRC) Award Recipients. Also recognized were Cory Kilpatrick and John MacLean as

representatives for Procurement and P&CC departments, as part of the official Declaration of National Procurement Month.

PRESIDENT'S UPDATES

President Bennings invited Sage Learn to provide a Legislative Update. Also provided were updates regarding the NWCCU Fall 2024 Adhoc Report, Policy Governance, Drive to Thrive student incentive program, Implementation of PCC's Out-of-State Employment Process & Compliance, Employment & Recruitment. Recognized was the Sustainability department and other supporting departments for hosting the WOHESC (Washington & Oregon Higher Education Sustainability Conference) at PCC this year. Also mentioned was the collaboration between the SE Campus and the Multnomah Mobile Clinic which will begin to provide services on multiple Wednesdays of each month starting in April.

INFORMATION SESSIONS

ENTERPRISE: Cultivate a long-term sustainable college enterprise.

[Strategic Enrollment Update](#) - Ryan Clark, Enrollment Management Services

[College Center \(CC\) Building Roof Project Closeout Report](#) - John MacLean & Amy James Neel, Planning & Capital Construction

CONSENT AGENDA

Chair Penson proposed approval of Resolutions 25-0058 through 25-060.

Cremona Wagner/Penson

Cremona Wagner – Yes

McKelvey – Yes

Penson – Yes

Saltzman – Yes

Truong – Yes

Watanabe - Yes

Zone 7 - vacant

ADJOURNMENT

There being no further business, the meeting adjourned at 7:47 pm.

Tiffani Penson, Chair

Dr. Adrien L. Bennings, President

Prepared by:

Jennifer Hamlin, Board Coordinator

Minutes approved on April 17, 2025

April 17, 2025

25-061

APPROVAL OF THE PORTLAND COMMUNITY COLLEGE
PROPOSED BUDGET AND THE PROPERTY TAX LEVIES
FOR THE 2025-2027 BIENNIUM

PREPARED BY: Aaron Hill, Budget Director

APPROVED BY: Dina Farrell, Vice President & CFO, Finance & Business
Services
Michael Mathews, Interim Associate Vice President, Finance &
Business Services
Dr. Adrien L. Bennings, President

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

REPORT: The President has delivered her budget message and the
budget document for the 2025-2027 Biennium to the Board of
Directors of the Portland Community College District. The
Board, acting as the Budget Committee of the College, has
reviewed and completed the public input process on the 2025-
2027 Proposed Biennium Budget, as required by ORS 294.428.

RECOMMENDATION: That the Board of Directors, acting as the Budget Committee of
the College, approve the Portland Community College District
2025-2027 Proposed Biennium Budget, including the property
tax levies for the next 2 years as outlined below, for submission
to the Multnomah County Tax Supervising and Conservation
Commission as outlined in the attached Exhibit A.

For the 1st year of the biennium period: July 1, 2025, to June 30,
2026:

Amount Subject to the Education Limitation:

General Fund \$0.2828* per \$1,000 of assessed value of
properties within the District boundary
(*Constitutionally established by Ballot Measure 50)

Amount Excluded from the Education Limitation (for payment of
maturing principal and interest of voter-approved General
Obligation Bonds):

Debt Service Fund	\$67,062,724
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For the 2nd year of the biennium period: July 1, 2026, to June

30, 2027:

Amount Subject to the Education Limitation:

General Fund \$0.2828* per \$1,000 of assessed value of properties within the District boundary

(*Constitutionally established by Ballot Measure 50)

Amount Excluded from the Education Limitation (for payment of maturing principal and interest of voter-approved General Obligation Bonds):

Debt Service Fund	\$69,107,835
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APPROVED BY THE GOVERNING BOARD OF THE PORTLAND COMMUNITY COLLEGE DISTRICT THIS 17th DAY OF APRIL, 2025.

ATTEST:

APPROVED:

Dr. Adrien L. Bennings
President

Tiffani Penson
Chair, Board of Directors

EXHIBIT A

GENERAL FUND

Programs areas:

Office of the President	\$47,225,811
Office of the Vice President	153,699,928
Academic Affairs	323,075,694
Student Affairs	71,299,398
Transfers	14,521,774
Contingency	37,921,191
TOTAL APPROPRIATIONS	\$647,743,797
Unappropriated Ending Fund Balance (see note)	26,797,940
TOTAL GENERAL FUND	\$674,541,737

CEU/CED FUND

Sylvania Campus	\$0
Cascade Campus	20,230
Workforce & Cmnty Dev	12,991,482
Transfers	263,749
Contingency	5,340,382
TOTAL APPROPRIATIONS	\$18,615,843
Unappropriated Ending Fund Balance (see note)	0
TOTAL CEU/CED Fund	\$18,615,843

AUXILIARY FUND

Facilities Usage	\$1,949,363
Campus Activities	1,973,249
Sustainability Projects	200,000
Transfers	56,729
Contingency	641,092
TOTAL APPROPRIATIONS	\$4,820,433
Unappropriated Ending Fund Balance (see note)	2,004,327
TOTAL AUXILIARY FUND	\$6,824,760

CONTRACTS AND GRANTS FUND

State Grants	\$24,633,700
Federal Grants	22,680,900
Local Contracts	15,164,500
Transfers	2,419,250
Contingency	2,060,250
TOTAL APPROPRIATIONS	\$66,958,600
Unappropriated Ending Fund Balance (see note)	0
TOTAL CONTRACTS AND GRANTS FUND	\$66,958,600

Note: Unappropriated Ending Fund Balance is not an appropriation.

EXHIBIT A**STUDENT ACTIVITIES FUND**

Civic Leadership Development	\$495,228
Student Engagement	1,544,960
Basic Needs & Sustainability Leadership	1,144,554
ASPPC Senate	525,754
Student Belonging & Wellbeing	1,307,068
Emergency Grants	289,926
Student Life & Leadership Initiatives	1,663,976
Contingency	792,696
TOTAL APPROPRIATIONS	<u>\$7,764,162</u>
Unappropriated Ending Fund Balance (see note)	<u>0</u>
TOTAL STUDENT ACTIVITIES FUND	<u><u>\$7,764,162</u></u>

STUDENT FINANCIAL AID FUND

College Funded Programs	\$792,300
Federal Programs	138,049,500
State Programs	41,300,000
Short Term Student Loan Program	20,300
Transfers	253,175
Contingency	2,870,537
TOTAL APPROPRIATIONS	<u>\$183,285,812</u>
Unappropriated Ending Fund Balance (see note)	<u>0</u>
TOTAL STUDENT FINANCIAL AID FUND	<u><u>\$183,285,812</u></u>

CAPITAL PROJECTS FUND

Capital Outlay	\$9,550,000
Transfers	12,500,000
Contingency	3,000,000
TOTAL APPROPRIATIONS	<u>\$25,050,000</u>
Unappropriated Ending Fund Balance (see note)	<u>3,362,838</u>
TOTAL CAPITAL PROJECTS FUND	<u><u>\$28,412,838</u></u>

CAPITAL CONSTRUCTION FUND

Sylvania Campus	\$55,000,000
Rock Creek Campus	30,000,000
Cascade Campus	9,000,000
Southeast Campus	2,000,000
District-wide Projects	69,000,000
Contingency	15,000,000
TOTAL APPROPRIATIONS	<u>\$180,000,000</u>
Unappropriated Ending Fund Balance (see note)	<u>10,229,033</u>
TOTAL CAPITAL CONSTRUCTION FUND	<u><u>\$190,229,033</u></u>

Note: Unappropriated Ending Fund Balance is not an appropriation.

EXHIBIT A

COLLEGE BOOKSTORE FUND

Bookstore Operations	\$11,418,432
Transfers	203,694
Contingency	100,000
TOTAL APPROPRIATIONS	\$11,722,126
Unappropriated Ending Fund Balance (see note)	0
TOTAL COLLEGE BOOKSTORE FUND	<u>\$11,722,126</u>

FOOD SERVICES FUND

Food Services Operations	\$6,813,098
Transfers	0
Contingency	336,093
TOTAL APPROPRIATIONS	\$7,149,191
Unappropriated Ending Fund Balance (see note)	0
TOTAL FOOD SERVICES FUND	<u>\$7,149,191</u>

TRANSPORTATION & PARKING SERVICES FUND

Parking Operations	\$8,824,837
Transfers	938,674
Contingency	1,533,558
TOTAL APPROPRIATIONS	\$11,297,069
Unappropriated Ending Fund Balance (see note)	0
TOTAL PARKING OPERATIONS FUND	<u>\$11,297,069</u>

INTERNAL SERVICE-PERS\RESERVE FUND

Transfers	\$58,195,026
Contingency	0
Unappropriated Ending Fund Balance (see note)	18,798,045
TOTAL INTERNAL SERVICE-PERS\RESERVE	<u>\$76,993,071</u>

RISK MANAGEMENT FUND

Self Insurance & Risk Administration	\$12,042,656
Transfers	0
Contingency	5,000,000
TOTAL APPROPRIATIONS	\$17,042,656
Unappropriated Ending Fund Balance (see note)	7,396,524
TOTAL RISK MANAGEMENT FUND	<u>\$24,439,180</u>

PRINT CENTER FUND

Print Center Operations	\$3,039,972
Contingency	501,512
TOTAL APPROPRIATIONS	\$3,541,484
Unappropriated Ending Fund Balance (see note)	0
TOTAL PRINT CENTER FUND	<u>\$3,541,484</u>

Note: Unappropriated Ending Fund Balance is not an appropriation.

EXHIBIT A**STUDENT ACTIVITIES FUND**

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TOTAL CAPITAL PROJECTS FUND	<u>\$28,412,838</u>

CAPITAL CONSTRUCTION FUND

Sylvania Campus	\$55,000,000
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District-wide Projects	69,000,000
Contingency	15,000,000
TOTAL APPROPRIATIONS	\$180,000,000
Unappropriated Ending Fund Balance (see note)	10,229,033
TOTAL CAPITAL CONSTRUCTION FUND	<u>\$190,229,033</u>

Note: Unappropriated Ending Fund Balance is not an appropriation.

EXHIBIT A

EARLY RETIREMENT FUND

Personal Services	\$1,718,572
Contingency	<u>500,000</u>
TOTAL APPROPRIATIONS	\$2,218,572
Unappropriated Ending Fund Balance (see note)	<u>659,075</u>
TOTAL EARLY RETIREMENT FUND	<u><u>\$2,877,647</u></u>

DEBT SERVICE (GO Bonds) FUND

Debt Service	\$131,362,031
Unappropriated Ending Fund Balance (see note)	<u>7,825,651</u>
TOTAL DEBT SERVICE (GO Bonds) FUND	<u><u>\$139,187,682</u></u>

PERS DEBT SERVICE FUND

Debt Service	<u>\$52,695,026</u>
TOTAL PERS DEBT SERVICE FUND	<u><u>\$52,695,026</u></u>

Note: Unappropriated Ending Fund Balance is not an appropriation.

April 17, 2025

25-062

COMMENDATION FOR RETIRING EMPLOYEES

PREPARED BY: Julie Kinney, Director, People Data & Systems

APPROVED BY: Dr. Howard Croom, Associate 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: The President RECOMMENDS that the following employees be recognized for their service:

<u>Retirees</u>	<u>Job Title</u>	<u>Years of Service</u>
Judi Armstrong	Mathematics Instructor	13
Stephen Hopper	Instr Support Tech IV	18
Sheryl Keele	Bookstore Oper Asst	24
Donna Meeds	Digital Resources Specialist	25
Kim Neuburger	Mathematics Instructor	21
Andrea Shipman	Lead Custodian	23
Roy Shipman	Custodian	13

RECOMMENDATION: That the Board commend these employees for their service to Portland Community College and wish them well in their retirement years.

April 17, 2025

25-063

CONTINUOUS APPOINTMENT: ACADEMIC PROFESSIONAL

PREPARED BY: Juliette Anderson, People Partner, People Strategy Equity & Culture

APPROVED BY: Dr. Howard Croom, AVP, 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: The President RECOMMENDS that the following Academic Professionals, having fulfilled the required probationary period, be granted continuous appointment, effective September 1, 2025:

RECOMMENDATION:	<u>Continuous Appointment</u>	<u>Job Title</u>
	Emily Bettis	Spec / Employment
	Luis Castaneda	Specialist - Admissions II
	Angela Chandra	Spec / Admissions Intl Student
	Kurtis Demski	Coord / Education
	Mel Diyarza	Spec / Employment
	Hellina Gesese	Spec / Student Res
	Catherine Landwehr	Coord / Resource Prog I
	Heather McFarland	Spec / Employment
	Caitlin Potts	Spec / Employment
	Tu Sabo	Spec / Employment
	Shea Selby	Spec / Student Res
	Katrina Stein	PACTEC Prog Coordinator
	Miriam Theis	Coord / Adm & Rec
	Heather Triplett	Coord / Fin Aid
	Weibel, Katie	Coord / Education
	Sarah Wilson	Coord / Education

April 17, 2025

25-064

CONTINUOUS APPOINTMENT: FACULTY

PREPARED BY: Juliette Anderson, People Partner, People Strategy Equity & Culture

APPROVED BY: Dr. Howard Croom, AVP, 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: The President RECOMMENDS that the following Faculty, having fulfilled the required probationary period, be granted continuous appointment, effective September 1, 2025:

RECOMMENDATION:	<u>Continuous Appointment</u>	<u>Job Title</u>
	Manar Alattar	Instr / Biology
	Li-Ren Chang	Instr / Communication Studies
	Michael Fujita	Instr / Vis Arts
	Amrita Ghimire	Instr / Comp Sci
	Hailey Lofdahl	Instr / Med Professions
	Heather Lubay	Instr / Communication Studies
	Tyler Nusca	Instr / Bio Tech
	Taryn Oakley	Instr / Environmental Studies
	Nao Okumura	Instr / World Lang / Japanese
	Payal Roy	Instr / Math
	Charmaine Vannimwegen	Instr / Comp & Lit
	Cameo West	Instr / Comp & Lit

April 17, 2025

25-065

CONTINUOUS APPOINTMENT: ADMINISTRATION

PREPARED BY: Juliette Anderson, People Partner, People Strategy Equity & Culture

APPROVED BY: Dr. Howard Croom, AVP, 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: The President RECOMMENDS that the following Managers, having fulfilled the required probationary period, be granted continuous appointment, effective July 1, 2025:

RECOMMENDATION:	<u>Continuous Appointment</u>	<u>Job Title</u>
	Colette Tipper	Mgr / Gov Relations Comms

April 17, 2025

25-066

RETROACTIVE CONTINUOUS APPOINTMENT: ACADEMIC PROFESSIONAL

PREPARED BY: Juliette Anderson, People Partner, People Strategy Equity & Culture

APPROVED BY: Dr. Howard Croom, AVP, 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: The President RECOMMENDS that the following Academic Professionals, having fulfilled the required probationary period, be granted continuous appointment, effective September 1, 2024:

RECOMMENDATION:	<u>Continuous Appointment</u>	<u>Job Title</u>
	Zoe Cooper-Caroselli	Coord / Pathways to Opportunity
	Jazmin Dzobo	Coord/Adm & Rec
	Paul Montone	Digital Learning Facilitator

April 17, 2025

25-067

RETROACTIVE CONTINUOUS APPOINTMENT:
ADMINISTRATION

PREPARED BY: Juliette Anderson, People Partner, People Strategy Equity & Culture

APPROVED BY: Dr. Howard Croom, AVP, 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: The President RECOMMENDS that the following Managers, having fulfilled the required probationary period, be granted continuous appointment, effective July 1, 2024:

RECOMMENDATION:	<u>Continuous Appointment</u>	<u>Job Title</u>
	Amy James Neel	Mgr / Workforce
	Jessie Lau	Mgr / Bond
	Roberto Suarez	Mgr / Virtual Support Services

April 17, 2025

25-068

RATIFICATION OF CONTRACT WITH WEAVER
TECHNOLOGIES FOR SEMICONDUCTOR MOCK
CLEANROOM

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

FINANCIAL
RESPONSIBILITY: Jen Piper, Dean, Business, Community, & Workforce Development
Dr. Karen Paez, Associate Vice President, Academic & Career Pathways

APPROVED BY: Dr. Jennifer Ernst, Vice President, Academic Affairs
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; Workforce: Respond to community and workforce needs by developing a culture of agility; Enterprise: Cultivate a long-term sustainable college enterprise

REPORT: The College is currently contracted with Weaver Technologies to construct a portable semiconductor mock cleanroom. The contract's current value is \$228,393.00. The contract has been amended to include seismic bracing, increasing the total contract amount to \$272,665.00.

Currently, no firms registered with Oregon COBID offer modular structures for semiconductor mock cleanrooms.

RECOMMENDATION: The Board of Directors ratifies the Contract with Weaver Technologies for \$272,665.00. The Higher Education Coordination Commission Semiconductor Workforce and Talent Development Grant is funding this work.

April 17, 2025

25-069

RATIFICATION OF THE INCREASE OF CONTRACT WITH
BROWN & BROWN INSURANCE SERVICES INC. FOR
INSURANCE BROKER SERVICES

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

FINANCIAL
RESPONSIBILITY: Michael Mathews, Interim Associate Vice President,
Finance Operations and Compliance

APPROVED BY: Dina Farrell, Vice President and Chief Financial Officer, Finance and Business Services
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; Enterprise: Cultivate a long-term sustainable college enterprise

REPORT: Brown & Brown Insurance Services Inc. provides Insurance Broker Services to the College.

The College entered into an agreement with Brown and Brown Insurance Services Inc. to provide insurance brokerage services as previously approved pursuant to Board Resolution 16-084. The contract was issued pursuant to Community College Rules of Procurement CCR.336(D)(1)(d).

The current College contract was effective March 31, 2021; this 2025 renewal is the final renewal available for this contract. Exercising this renewal for Year 5 of the contract requires Board approval because the contract will exceed \$250,000.

Cost breakdown: Year 1-FY22 \$52,412.00;
 Year 2-FY23 \$53,984.00;
 Year 3-FY24 \$56,000.00;
 Year 4-FY25 \$57,272.00;
 Year 5-FY26 \$58,989.00

There are no firms registered with the Oregon Certification Office for Business Inclusion and Diversity that are able to support this contract.

RECOMMENDATION: The Board of Directors ratifies the contract amendment with Brown & Brown Insurance Services Inc. for \$58,989.00, which increases the total contract value to \$278,657.00 through March 30, 2026. The funding source is the College Risk Management Fund.

April 17, 2025

25-070

AUTHORIZATION TO CONTRACT WITH SOUTHERN
EDUCATIONAL CONSULTING AND TRAINING FOR
SEMICONDUCTOR TRAINING EQUIPMENT AND
CURRICULUM FOR TEACHING CLEANROOM

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

FINANCIAL
RESPONSIBILITY: Patty Hawkins, Program Dean, Mechatronics, Electronics, Advanced Manufacturing and the PCC OMIC Training Center

APPROVED BY: Dr. Karen Paez, Associate Vice President, Academic & Career Pathways
Dr. Katy Ho, Executive Vice President
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Workforce: Respond to community and workforce needs by developing a culture of agility

REPORT: The Microelectronics program has been funded through the HECC Semiconductor Workforce and Talent Development Grant to develop and implement a Teaching Cleanroom at the Willow Creek Center. The College proposes the purchase of an integrated wafer handling system from Southern Educational Consulting and Training. This integrated system simulates the entire wafer handling process in a miniaturized way, so it fits into the footprint of the Teaching Cleanroom. The integrated system includes curriculum to allow students to learn each part of the wafer-handling process in an experiential environment.

The College Interim Contracts Manager has determined that this is a sole source procurement pursuant to CCR.325, OAR 137-047-0275 and ORS 279B.075. The proposed sole source was advertised as required by OAR 137-047-0710. We received no resulting comments or protests.

RECOMMENDATION: The Board of Directors authorizes the College to enter into a Contract with Southern Educational Consulting and Training for a total amount of \$339,609. Expenditures will come from non-federal funds provided by the Higher Education Coordination Commission (23-190C-G Semiconductor Workforce and Talent Development Grant (C001554), expiring June 30, 2025).

April 17, 2025

25-071

AUTHORIZATION TO ENTER INTO A CONTRACT
WITH NORTHWEST CONTROL COMPANY FOR
BOILER INSTALLATION ON ROCK CREEK CAMPUS
BUILDING 9

PREPARED BY: Mike Mathews, Interim Associate Vice President of Finance
Operations and Compliance

FINANCIAL
RESPONSIBILITY: Josh Peters McBride, Associate VP, College Operations Brad
Ortman, Director Facilities Management 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; Workforce:
Respond to community and workforce needs by developing a
culture of agility; Enterprise: Cultivate a long-term sustainable
college enterprise

REPORT: Northwest Control Company installs and maintains Boilers and
related equipment. Rock Creek Campus Building 9 requires
multiple boiler replacements. The College would like to contract
with Northwest Control Company to install previously purchased
Boilers in building 9 of the Rock Creek campus. CCR.205
Cooperative Procurement Participation allows for this contract.

RECOMMENDATION: The Board of Directors authorizes the College to enter into a
Contract with Northwest Controls Company for a not-to-exceed
total of \$292,391.00, expiring June 30, 2025. Expenditures will
come from the General Fund.

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.