



Board of Directors Meeting Agenda

August 20, 2015

#thinkPCCfirst

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

BUSINESS SESSION
August 20, 2015
Sylvania Campus, Conference Room A and B
12000 SW 49th Avenue, Portland, OR 97219

AGENDA

- 5:00 PM **Work Session (Board Dinner)** Oak and Elm Rooms
- TSS Update — Jackie Barretta
 - OPC/OCCA Update — Denise Frisbee
 - Internal Auditor Charter — Gene Pitts and Sylvia Kelley
- 6:00 PM **Executive Session** CC 242
- In accordance with ORS 192.660 (2), (d) Labor Negotiation, (e) Real Property Transactions, (f) Information Exempt from Public Disclosure (Attorney-Client Privilege) and (h) Litigation
- 7:30 PM **Call to Order** CC 238/239
- Introductions
 - Approval of Minutes – April 16, 2015 and July 16, 2015
 - Approval of Agenda
- 7:35 PM **Information Sessions**
- Transportation Demand Management — Linda Eden (20 minutes)
 - SW Corridor — Linda Degman (20 minutes)
 - Budget Update (Based on Legislative Allocation) — Jim Langstraat and Meghan Moyer (15 minutes)
 - Presidential Search Update — Deanna Palm (10 minutes)
- 8:40 PM **Public Comment on Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)
- 8:50 PM **Business Session**

Consent Agenda: (All items will be approved by consent agenda unless an item is withdrawn by request of a member of the Board.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 take action on the item in question.)

PERSONNEL Page
16-012 Approval of Personnel Actions–August 20, 2015 015

Academic Professional Appointments:

Avelina Gulmatico-Laeser, Minority-Owned, Woman-Owned and Emerging Small Business (MWESB) Procurement Coordinator
 Cassandra Hill, Accountant II, Finance and Administration
 Rebecca Lewis, Financial Aid Coordinator, Academic and Student Affairs
 Catherine Chester, Community Engagement Director, Office of the College Vice President

Administrative Appointments:

Gregory Meyer, Interim Division Dean of Mathematics and Industrial Technology, Mathematics and Industrial Technology Division, Sylvania Campus

Gary Payton, STEM Center Manager, Office of the Dean of Instruction, Administrative Services

Retirees:

16-013	Commendation of Retiring Employee – Ry Duch.....	018
16-014	Commendation of Retiring Employee – Sara Neill.....	019
16-015	Commendation of Retiring Employee – Rachel Stevens.....	020

MISCELLANEOUS PERSONNEL

16-016	Continuous Appointment: Faculty & Academic Professionals	021
16-017	Continuous Appointments: Administration	022

BIDS/CONTRACTS

16-018	Authorize an Increase to Existing Technology Consulting Services Contract with Right Systems Inc (RSI) for the Completion and Deployment of Network Redesign Project	023
16-019	Authorize an Increase to Existing Technology Consulting Services Contract with Virtual Information Executives, LLC.....	025
16-020	Authorize to Use a Cooperative Contract with Six Degrees Consulting to Provide Technology Consulting Services on Checkpoint Products	027

8:55 PM Public Comment on Non-Agenda Items (A sign-up sheet is on a table at the entrance of the meeting room.)

9:05 PM Reports (5 minutes each)

- Faculty
- Classified
- Students

- Board Members
- President

9:30 PM Adjournment

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 PCC Disability Access Services at least 48 hours in advance at (971) 722-4341 (voice) or (503) 246-4072 (TTY). A sign-up sheet for those who wish to offer comments or testimony on any item will be available at the entrance of the meeting room.

PORTLAND COMMUNITY COLLEGE - BOARD OF DIRECTORS
12000 S.W. 49th Avenue - Portland, OR 97219

BUSINESS SESSION

July 16, 2015

Sylvania Campus, Campus Center, Rooms 238 and 239
12000 SW 49th Avenue, Portland, OR 97219

MINUTES

BOARD ATTENDANCE

Denise Frisbee, Jim Harper, Ken Madden, Chair Deanna Palm, Gene Pitts, Michael Sonnleitner, Kali Thorne-Ladd (teleconference)

EXECUTIVE SESSION

The Board of Directors met at 6:00 pm in accordance with ORS 192.660 (2)-in accordance with ORS 192.660 (2), (a) Employment of a Public Official, (d) Labor Negotiation, (e) Real Property Transactions, (f) Information Exempt from Public Disclosure (Attorney-Client Privilege), (h) Litigation

CALL TO ORDER

Chair Palm called the business meeting to order at 9:37 am and invited all present to introduce themselves.

APPROVAL OF THE MINUTES

The May 21, 2015 and June 18, 2015 Board Meeting minutes were approved as presented. Madden/Harper

APPROVAL OF THE AGENDA

The agenda was approved as published. Pitts/Madden

SWEARING IN OF ELECTED OFFICIALS

Sylvia Kelley, Acting President swore in Michael Sonnleitner as the newest board member for Zone 3.

President Kelley asked for a motion to elect a Chair for the PCC Board of Directors. Denise Frisbee moved that Deanna Palm be nominated to serve as Chair for 2015-2016. Ken Madden seconded the motion. All approved, Deanna Palm abstained from the vote.

President Kelley asked for a motion to elect a Chair for the PCC Board of Directors. Jim Harper moved that Gene Pitts be nominated to serve as Vice Chair for 2015-2016. Denise Frisbee seconded the motion. All approved, Gene Pitts abstained from the vote.

Chair Palm and Vice Chair Pitts were sworn into office by President Kelley.

INTERIM PRESIDENT UPDATE

Chair Palm provided an update on the interim president. The subcommittee consisted of Chair Palm, Directors Pitts and Frisbee. The subcommittee announced that a nomination for Sylvia Kelley to serve as interim president, it will be voted on later during the Business

Session.

PUBLIC COMMENT ON AGENDA ITEMS

Interim President/PCC Board

Shannon Baird, Faculty, Building Construction Technology
Tony Greiner, Reference Librarian, Library and Media Services
Maureen Travers, Office Manager, PCCFCE
Frank Goulard, Faculty, Mathematics

BUSINESS MEETING

Chair Palm proposed approval of Resolutions 16-001 through 16-010 that are on the consent agenda. The motion passed unanimously. Harper/Pitts

Non Consent Agenda:

Director Pitts motioned to amend 16-011-Approval of Appointment for Interim College President of Portland Community College to appoint Sylvia Kelley as the Interim President. The motion was seconded by Denise Frisbee. All approved the amendment.

Director Palm asked for approval of the amended resolution 16-011. Madden/Pitts

Roll Call Vote for 16-011:

Frisbee: YES

Palm: YES

Harper: YES

Madden: YES

Pitts: YES

Sonnleitner: ABSTAIN

Thorne-Ladd: YES

Motion carries.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Environment

Michael Cannarella, AFT Representative

College Direction

Ed DeGrauw, Instructor, Biology

INFORMATION SESSIONS

Dual Credit

Dr. Chris Chairsell, Vice President, Academic and Student Affairs; Dr. Craig Kolins, Dean of Instruction, Southeast Campus; Dr. Lisa Avery, Campus President, Sylvania Campus; Dr. Jessica Howard, Campus President, Southeast Campus
Dr. Chairsell provided an update on Dual Credit which included changes from the legislator, rules and regulations around Dual Credit, Oregon Metro Grant, instructor qualifications, and the growth surrounding it.

SW Corridor

Linda Degman, Director, Bond Program and Eric Ridenour, SERA Architects
An update was provided to the board members on a possible light rail system to the Sylvania Campus. PCC was asked to gather information on projected growth and

expansion for the Sylvania Campus to provide to the Steering Committee.

ADJOURNMENT

There being no further business, the meeting adjourned at 11:40 am.

NEXT MEETING

The next business meeting of the Portland Community College Board of Directors will be held on August 20, 2015 at 7:30 PM at the Sylvania Campus.

Deanna Palm, Chair

Sylvia Kelley, Interim President

Prepared by:

Jeannie Moton, Assistant to Board of Directors

Minutes approved on August 20, 2015.

August 20, 2015

16-012 APPROVAL OF PERSONNEL ACTIONS

PREPARED BY: The Human Resources Department Staff

APPROVED BY: Sylvia Kelley, Interim President

RECOMMENDATION: That the Board of Directors approve the following actions:

A. Approval of new hires, new positions and change of position

1. Academic Professional Appointment– Avelina Gulmatico-Laeser

Minority-Owned, Woman-Owned and Emerging Small Business (MWESB) Procurement Coordinator

Administrative Services

Annual Salary: \$80,993 Grade: 5 Step: 17

Effective: August 21, 2015

Most Recent Experience: Portland Community College
Bond Procurement and MWESB Coordinator

Applicant Flow:

Gender		Ethnicity	
5	Male	7	White (not of Hispanic Origin)
8	Female	2	Black or African American
		1	Asian
		2	Hispanic/Latino
		1	Not Disclosed
		13	Total

2. Academic Professional Appointment– Cassandra Hill

Accountant II

Finance and Administration

Annual Salary: \$54,231 Grade: 3 Step: 9

Effective: July 28, 2015

Education: Portland State University BS, Accounting and General Management
Mt. Hood Community College ABA, Business Administration

Most Recent Experience: H&R Block
Tax Associate

Applicant Flow:

Gender		Ethnicity	
4	Male	12	White (not of Hispanic Origin)
12	Female	1	Black or African American
1	Not Disclosed	1	Asian
		1	Two or More Selections
		2	Not Disclosed

Education:	Georgia Institute of Technology	MS, Mechanical Engineering	1991
	Santa Clara University	BS, Mechanical Engineering	1987

Most Recent Experience: Portland Community College
Instructor, Engineering

Applicant Flow: Direct Appointment

6. Administrative Appointment– Gary Payton

STEM Center Manager

Office of the Dean of Instruction, Administrative Services

Annual Salary: \$57,000 @ (.50 FTE) Grade: I

Effective: July 8, 2015

Education:	University of Washington	MS, Engineering	2012
	Institute of Technologists (Japan) University	BS, Applied Engineering Technology	2005
	University of Virginia	BA, East Asian Studies	1999

Most Recent Experience: Portland Community College
Instructor, Engineering (Faculty Intern)

Applicant Flow:

Gender		Ethnicity	
34	Male	58	White (not of Hispanic Origin)
50	Female	5	Black or African American
5	Not Disclosed	3	Asian
		8	Hispanic/Latino
		2	Two or More Selections
		1	American Indian
		12	Not Disclosed
89		89	Total

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN August 20, 2015 PERSONNEL REPORT**

Male	2
Female	4
	<hr/>
	6

White (not of Hispanic Origin)	4
Black or African American	1
Asian	1
	<hr/>
	6

August 20, 2015

16-013

COMMENDATION OF RETIRING EMPLOYEE –
RY DUCH

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Ry Duch has performed faithfully in his duties as a Groundskeeper I for Portland Community College since April 30, 1985. He retires effective July 31, 2015.

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

August 20, 2015

16-014

COMMENDATION OF RETIRING EMPLOYEE –
SARA NEILL

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Sara Neill has performed faithfully in her duties as a Student Resource Specialist, Employment Specialist and Part-time faculty for Portland Community College since February 23, 1999. She retires effective August 31, 2015.

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

August 20, 2015

16-015

COMMENDATION OF RETIRING EMPLOYEE –
RACHEL STEVENS

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Rachel Stevens has performed faithfully in her duties as a Full-time Composition/Literature Instructor, and Part-time Instructor for Portland Community College since January 3, 1989. She retires effective August 31, 2015.

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

August 20, 2015

15-016

CONTINUOUS APPOINTMENT: FACULTY & ACADEMIC PROFESSIONALS

PREPARED BY: Nancy Cloud, Human Resources Assistant

APPROVED BY: Chris Chairsell, Vice President, Academic and Student Affairs
Sylvia Kelley, Interim President

The President RECOMMENDS that the following Faculty and Academic Professionals, having fulfilled the required probationary period, be granted continuous appointment, effective September 1, 2015:

<u>Continuous</u> <u>Appointments</u>	<u>Job Title</u>
Alexander Vins	Instructor/Manufacturing Technology

August 20, 2015

16-017

CONTINUOUS APPOINTMENTS: ADMINISTRATION

PREPARED BY: Nancy Cloud, Human Resources Assistant

APPROVED BY: Sylvia Kelley, Interim President

The President RECOMMENDS that the following Administrators, having fulfilled the required probationary period, be granted continuous appointment, effective July 1, 2015:

Continuous Appointments	Job Title
Scott Beall	System Analyst

August 20, 2015

16-018

AUTHORIZE AN INCREASE TO EXISTING TECHNOLOGY CONSULTING SERVICES CONTRACT WITH RIGHT SYSTEMS INC (RSI) FOR THE COMPLETION AND DEPLOYMENT OF NETWORK REDESIGN PROJECT

PREPARED BY: Avelina Gulmatico, Procurement Coordinator, Bond Program

FINANCIAL RESPONSIBILITY: Linda Degman, Director, Bond Program
Jackie Barretta, Interim CIO, Technology Solution Services

APPROVED BY: Sylvia Kelley, Interim President

REPORT: On December 11, 2014 (BA 15-067), the Board of Directors approved an increase to RSI's contract for the completion and deployment of the Network Redesign Project (NRP). With previous resolutions (BA 14-038 and 15-067), the up to date approved contract total is \$575,000. Due to unexpected system challenges, the completion of the NRP has been extended through March 31, 2016. The additional time is necessary to allow for the deployment team, consultants and Technology Solutions Services (TSS) network staff, to work on cleaning up the naming structures with the legacy network. The team also spent longer than expected in performing firewall architecture design. After completing four of twelve deployments, the deployment team learned that migrations take significantly longer because the legacy network contains even more design flaws than originally discovered. It requires more troubleshooting and complex workarounds to get the legacy network to work with NRP. With these challenges, it is critical to the success of the NRP deployments to have consistent technical consulting services to address new architectural adjustments during each deployment. RSI will need to continue providing technical leadership for the new network architecture and NRP implementation.

After careful review, an additional cost of \$225,000 is needed for full completion of the NRP project. This additional cost exceeds the \$150,000 thresholds and/or exceeds the 25% of the approved total, which requires Board of Directors approval.

The College is using a cooperative contract with Washington State Department of Enterprise Services, reference #T08-MST-733; RSI's contract is valid through June 30, 2017 (amendment #15-07). The competitive process was done by the State of Washington. The College Procurement Rules (CCR 214) allow the use of cooperative contracts without going through an additional competitive process.

RECOMMENDATION: That the Board of Directors approve additional funding to continue contracting with Right Systems Inc. for an additional \$225,000, with a revised contract total of \$880,000. The College's contract will be valid through March 31, 2016. Funding will be from the 2008 Bond Fund.

August 20, 2015

16-019

AUTHORIZE AN INCREASE TO EXISTING TECHNOLOGY
CONSULTING SERVICES CONTRACT WITH VIRTUAL
INFORMATION EXECUTIVES, LLC

PREPARED BY: Avelina Gulmatico, Procurement Coordinator, Bond Program

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program
Jackie Barretta, Interim CIO, Technology Solution Services

APPROVED BY: Sylvia Kelley, Interim President

REPORT: In November 20, 2014, BA 15-057, the Board of Directors approved an increase to Virtual Information Executives, LLC (VIE) contract for the continuation of providing project management services and network architecture design for the Network Redesign Project (NRP). Based on previous approved resolutions (BA 13-147, 14-099, and 15-057), the up to date contract total for VIE is \$1,331,000. This request for another contract increase is due to unexpected network challenges, VIE will need to continue providing project management and technical oversight services through completion of the NRP project, which has been extended through March 31, 2016. This additional time will allow for the deployment team (consultants and TSS network staff) to work on addressing the naming structures in the legacy network and also providing firewall network design tasks.

The College requests an increase of \$275,000 for providing project management through completion of the NRP project (funded by the 2008 Bond Program).

In addition, VIE's staff has been assigned to fill-in as the TSS Chief Information Officer (CIO) while the College is in the process of conducting a search for a permanent CIO. The cost for the CIO position fill in staffing is \$110,000 (funded by General Fund).

This additional cost of \$385,000 exceeds the \$150,000 thresholds and/or exceeds the 25% of the approved total, which requires Board of Directors approval.

The College is using a cooperative contract with Washington State Department of Enterprise Services, reference #T08-MST-733; VIE's contract is valid through June 30, 2017 (amendment #15-04). The competitive process was done by the State of Washington. The College Procurement Rules (CCR 214) allow the use of cooperative contracts without going through an additional competitive process.

RECOMMENDATION: That the Board of Directors approve additional funding to continue contracting with Virtual Information Executives, for an increase of \$385,000 with a revised contract total of \$1,716,000. The funding of \$628,000 is covered by the 2008 Bond Program and the remaining amount of \$1,038,000 is covered by the General Fund.

August 20, 2015

16-020

AUTHORIZE TO USE A COOPERATIVE CONTRACT
WITH SIX DEGREES CONSULTING TO PROVIDE
TECHNOLOGY CONSULTING SERVICES ON
CHECKPOINT PRODUCTS

PREPARED BY: Layla Otey, Buyer, Technology Solutions Services

FINANCIAL
RESPONSIBILITY: Jim Langstraat, Associate Vice President, Finance
Jackie Barretta, Interim CIO, Technology Solution
Services

APPROVED BY: Sylvia Kelley, Interim President

REPORT: On March 19, 2015 (BA 15-094), the Board of Directors approved the contract with Presidio for purchasing additional checkpoint hardware and technology professional services. The College has been informed that Presidio is no longer an authorized reseller of Checkpoint Products. At this time, the College would like to contract with Six Degrees (local Checkpoint Products provider). Six Degrees will assist the Technology Solutions Services staff (TSS) with the following services: 1) provide consulting to improve network security by fully implementing the Checkpoint appliances to prevent malicious traffic from entering PCC's network; 2) prepare the PCC Network Infrastructure Team to be self-sufficient in maintaining a secured network; 3) provide maintenance covering five years of maintenance (FY16 thru FY20) for network equipment and security tools. In previous years, the maintenance cost was \$175,000 annually. The increase is due to the fact that the new network is significantly more robust, with increased capacity and failover, and it contains more security safeguards; 4) provide firewall consulting to architect the firewall rules for the new NRP environment, through completion of the NRP project, which has been extended through March 31, 2016. The completion of the NRP was extended because the deployment team has had to spend several months cleaning up the legacy network, and after completing the first four of twelve deployments, TSS learned that migrations take significantly longer because the legacy

network contains even more design flaws than originally discovered. This firewall consulting is provided by Checkpoint and previously was paid thru Presidio.

The College requests an approval for \$4,066,000, which includes \$180,000 for implementing network security systems, \$3,796,000 for maintenance for network equipment and tools for FY 16 thru 20, and \$90,000 for firewall consulting to complete the Network Redesign Project funded by General Fund. The table below shows the breakdown by fiscal year. This increase exceeds the \$150,000 thresholds and requires Board of Directors approval.

	FY16	FY17	FY18	FY19	FY20
Checkpoint Security Systems Operationalization	\$180,000				
Checkpoint Maintenance (previously \$175,000 per year)	\$140,000	\$140,000	1,172,000	1,172,000	1,172,000
NRP Firewall Consulting Extension thru early October	\$90,000				
Total	\$410k	\$140k	\$1,172k	\$1,172k	\$1,172k

The College is using a GSA IT Schedule #70 cooperative contract, (reference #GS-35F-0511T, valid through June 26, 2017). Procurement of professional services is included through the same contract as equipment purchases. GSA IT Schedule #70, allows State and Local Governments to take advantage of volume discounts offered on software, firmware, support equipment services. The College Procurement Rules (CCR 214) allow the use of cooperative contracts without going through an additional competitive process.

RECOMMENDATION: That the Board of Directors authorize the College to contract with Six Degrees to provide Technology Professional Services and maintenance agreement on Checkpoint Equipment, with the contract terms and conditions based on GSA IT Schedule #70 contract (ref # GS-35F-0511T, valid through June 26, 2017). Funding will be from the General Fund.



Board of Directors Goals

Board members recognized during discussion that several goals from previous goal-setting are not time-specific but are “legacy priorities” that will apply, with a degree of contemporary variation, in any year. Other priorities and goals were identified that are specific to the 2014-2015 and 2015-2016 planning cycles.

Legacy Goals

- Monitor the College’s budget to proactively respond to changes in funding.
- Prioritize the College’s commitment to equity.
- Lead the development of a fundraising strategy to advance important initiatives e.g. Future Connect; collaborate with PCC Foundation efforts.
- Be actively involved in governmental affairs and advocacy; and monitor statewide restructuring efforts in HEC and OWEB.

Strategic Priorities and Goals 2014-2015 / 2015-2016

- Approve a PCC Strategic Plan and prioritize implementation endeavors.
- Identify and implement a completion strategy with an emphasis on advising, that results in an increased rate of completion by 2016, and is on track to rank among the highest nationally within five years.
- Adopt a strategy that achieves increased K-12 enrollment and dual credit across districts and student populations.
- Cultivate and maintain clear and consistent communication between Board of Directors and President.
- Adopt a strategy to expand use of technology in academic, administrative and student services support.

The College prohibits unlawful discrimination based on 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 in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under anti-discrimination laws. In addition, the College complies with 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, Americans with Disabilities Act of 1990 (as amended), Uniformed Services Employment and Reemployment Rights Act ("USERRA"), and all local and state civil rights laws. Under this policy, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of this policy and other College efforts designed for that purpose.