



Board of Directors **Business Session**

April 18, 2019

#thinkPCCfirst

Portland Community College Board of Directors

Vision

Building futures for our Students and Communities

Mission

Portland Community College supports student success by delivering access to quality education while advancing economic development and promoting sustainability in a collaborative culture of diversity, equity and inclusion.

Core Themes

- Access and Student Success
- Economic Development and Sustainability
- Quality Education
- Diversity, Equity and Inclusion

Approved January 21, 2016

Who We Are

Portland Community College is a public, multi-campus, comprehensive community college serving the lifelong learning needs of our students. We offer college transfer programs; career and technical education programs; adult basic skills; opportunities to develop English as a second language; high school completion and dual credit; community and continuing education programs; and service-learning opportunities that foster the development of civic responsibility and engagement. Through extensive partnerships with business, industry, labor, educational institutions and the public sector, we provide training and learning opportunities for the local and state workforce and promote economic and community development.

We Value

- Effective teaching and student development programs that prepare students for their roles as citizens in a democratic society in a rapidly changing global economy
- An environment that is committed to diversity as well as the dignity and worth of the individual
- Leadership through innovation, continuous improvement, efficiency, and sustainability
- Leadership through the effective use of technology in learning and all College operations
- Being a responsible member of the communities we serve by actively participating in their development
- Quality, lifelong learning experiences that helps students to achieve their personal and professional goals
- Continuous professional and personal growth of our employees and students including an emphasis on fit and healthy lifestyles that decrease disease and disability
- Academic Freedom and Responsibility - creating a safe environment where competing beliefs and ideas can be openly discussed and debated
- Collaboration predicated upon a foundation of mutual trust and support
- An agile learning environment that is responsive to the changing educational needs of our students and the communities we serve – making students marketable for jobs in the future and promoting economic development
- The public's trust by effective and ethical use of public and private resources

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

BUSINESS SESSION
April 18, 2019
Sylvania Campus
12000 SW 49th Avenue, Portland, OR 97219

AGENDA

- 4:00 PM **Work Session** Oak and Elm Rooms
- Budget Overview—Eric Blumenthal (30 minutes)
 - Staffing Update—Lisa Bledsoe and Cheryl Belt (15 minutes)
 - Zone 5 Vacancy—Kali Thorne Ladd (10 minutes)
 - OCCA Update—Denise Frisbee (5 minutes)
 - Student Update—Mohamad Karim (5 minutes)
 - Planning Retreat—Kali Thorne Ladd (10 minutes)
- 5:30 PM **Board Dinner** (Board only) Fir Rooms
- 6:30 PM **Call to Order—Business Session** CC 233A and B
- Introductions
 - Approval of Agenda
 - Approval of Minutes
- 6:35 PM **Recognition**
Dan Saltzman, former PCC Board Member and retired Portland City Commissioner
- 6:40 PM **Adjourn Business Session and Convene as Local Contract Review Board**
- **Public Hearing** on Exemption from Competitive Bidding in accordance with ORS 279C.335 (2) and (5)
 - Public Comment on Exemption from Competitive Bidding (A sign-up sheet is on a table at the entrance of the meeting room.)
- 7:00 PM **Adjourn as Local Contract Review Board and Convene as College Budget Committee**
- **Public Hearing** to Approve the Proposed Budget for FY 2019-2021 Biennium in accordance with ORS 294.406 (1)
 - Budget Office Updates –Eric Blumenthal
 - Review of Proposed Budget – Mark Mitsui, Eric Blumenthal and Dina Farrell
 - Public Comment on Proposed Portland Community College 2019-2021 Biennium Budget

- Approval: (Non-Consent Agenda: Vote will be by poll of the Board of Directors)

19-091 Approval of the Portland Community College Proposed Budget and the Property Tax Levies for the 2019-2021 Biennium

7:30 PM **Adjourn College Budget Committee and Reconvene Business Session**

7:30 PM **Information Sessions**

- SW Corridor—Denise Frisbee and Linda Degman (10 minutes)
- Minority Women Owned Emerging Small Business (MWESB) — Linda Degman and Mike Matthews (20 minutes)
- Legislative Update — Emma Kallaway (10 minutes)

8:10 PM **Public Comment on Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)

8:15 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.)

	<u>PERSONNEL</u>	<u>Page</u>
19-092	Approval of Personnel Actions— April 19, 2019	207
	Academic Professional Appointments: Lauren Brown, Admissions and Recruitment Coordinator, Student Affairs Azul Da Silva, Queer Resource Center Coordinator, Office of the Dean of Student Development, Cascade Campus Kali Giaritta, Vocational Trainer, Workforce Development and Continuing Education (NonGeneral Fund) Rachael Smith, Financial Aid Coordinator, Student Affairs	
	Administrative Appointments: Lauren Smith, Dean of Student Development, Office of the Dean of Student Development, Southeast Campus	
	Retirees:	
19-093	Commendation of Retiring Employee – Marta King (16 years)	210
19-094	Commendation of Retiring Employee – Mark R. Lewis (23 years)	211
19-095	Commendation of Retiring Employee –	

Jody Potter (11 years).....212

BIDS/CONTRACTS

- 19-096 Award Contract for Eyeglass Lenses for Coffee Creek Corrections Education Program..... 213
- 19-097 Award Contract for Fabrication and Installation of Exterior Wayfinding Signs at Cascade Campus..... 214
- 19-098 Adopt Findings - Grant an Exemption from Competitive Bidding - Authorize Use of the Design Build Alternative Contracting Method for the Sylvania AM Renovation Project..... 216

BOARD

- 19-099 Apply to the State Board of Education for Approval of the Cybersecurity AAS for Portland Community College 224
- 19-100 Affirms Board Policy on Minority, Women-Owned and Emerging Small Business Participation and Workforce Development. Recognizes Addition of Service Disabled Veteran Owned Businesses and Disadvantaged Business Enterprises to State of Oregon Co-Bid Program. Establishes Aspirational Goals for Workforce Diversity on Construction Projects..... 225
- 19-101 Submit Nominations for the Association of Community College Trustees 2019 Awards Program..... 227

8:20 PM **Public Comment on Non-Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)

- 8:25 PM **Reports** (5 minutes each)
- Faculty and Academic Professionals
 - Classified
 - Students
 - Board Members
 - President

8:50 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 Board of Director's Office at least 48 hours in advance by calling (971) 722-4365 or by email at boardresolutions@pcc.edu. 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.

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

BUSINESS SESSION
March 21 28, 2019
Cascade Campus
705 N. Killingsworth St. Portland, OR 97217

BOARD MEETING MINUTES

ATTENDANCE

Mohamed Alyajouri, Valdez Bravo, Jim Harper, Deanna Palm, Chair Kali Thorne Ladd, Michael Sonnleitner, Mohamad Karim and Denise Frisbee

EXECUTIVE SESSION

The PPC Board of Directors met in executive session in accordance with ORS 192.660 (2), in accordance with ORS 192.660 (2), (2), (d) labor negotiations and (h) litigation

CALL TO ORDER

Chair Thorne-Ladd called the business meeting to order at 3:46 pm.

APPROVAL OF THE AGENDA

The agenda was approved as published. Harper/Alyajouri

The January 17, 2019 meeting minutes were approved as published. Frisbee/Palm

The February 28, 2019 meeting minutes were approved as published. Bravo/Harper

INFORMATION SESSIONS

Cascade Campus Update—Dr. Karin Edwards

Dr. Edwards provided an update on the Cascade Campus. She briefly discussed the goals associated with the Cascade Campus Plan and provided an update on each. The PowerPoint of her presentation can be found online.

OCCA Update—Denise Frisbee

Director Frisbee provided an update on all the work that OCCA has been going on behalf of Oregon's Community Colleges. There was a Legislative Summit in Salem on March 6-7. She thanked all that attended. Legislators are noticing Community Colleges and our presence in Salem. There is much more work to be done.

Legislative Update—Mark Mitsui

President Mitsui built on Director Frisbee's comments. He thanked everyone who participated in the PCC Lobby Day. There were 46 meetings with legislators scheduled, almost 90 people showed up throughout the day. We are hearing that the revenue discussion is occurring in Ways and Means to head to Student Success Taskforce Sub-

committee then on to Ways and Means. The co-chairs budget is at \$590.6M. There is still a way to go to get to \$646M.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS MEETING

Chair Thorne Ladd proposed approval of Resolutions 19-087 through 19-090.
Harper/Palm

PUBLIC COMMENT ON NON AGENDA ITEMS

None

REPORTS

Students: Mohamad Karim

Classified: Jeff Grider

Faculty and Academic Professionals: Frank Goulard

Board Members: Student Board Members Mohamad Karim and Director Sonnleinter

President

President Mitsui congratulated Dr. Jessica Howard for her new position as president of Chemeteka Community College.

Chair Thorne Ladd thanked everyone who attended the PCC Lobby Day. She also thanked Emma Kallaway for all her hard work.

ADJOURNMENT

There being no further business, the meeting adjourned at 4:25 pm.

Kali Thorne Ladd, Chair

Mark Mitsui, College President

Prepared by:

Jeannie Moton, Executive Coordinator

Minutes approved on April 18, 2019

April 18, 2019

19-091

APPROVAL OF THE PORTLAND COMMUNITY COLLEGE PROPOSED BUDGET AND THE PROPERTY TAX LEVIES FOR THE 2019-2021 BIENNIUM.

PREPARED BY: Eric Blumenthal, Interim Vice President, Finance and Administration

APPROVED BY: Mark Mitsui, College President

REPORT: The President has delivered his budget message and the budget document for the 2019-2021 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 Proposed Biennial Budget for 2019-2021 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 Proposed Budget for the 2019-2021 Biennium, including the property tax levies for the next 2 years as outlined below, for submission to the Multnomah County Tax Supervising and Conservation Commission.

For the 1st year of the biennium period: July 1, 2019 to June 30, 2020:

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 \$55,824,987

For the 2nd year of the biennium period: July 1, 2020 to June 30, 2021:

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 \$57,636,724

APPROVED BY THE GOVERNING BOARD OF THE PORTLAND COMMUNITY COLLEGE DISTRICT THIS 18th DAY OF APRIL 2019.

ATTEST:

APPROVED:

Mark Mitsui
College President

Kali Thorne Ladd
Chair, Board of Directors

15	Male	2	Asian
35	Not Disclosed	7	Black or African American
		7	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		8	Not Disclosed
		8	Two or More Selections
		74	White
		<hr/> 107	Total

3 Academic Professional Appointment (NonGeneral Fund)– **Kali Giaritta**

Vocational Trainer

Workforce Development and Continuing Education

Annual Salary: \$44,707 Grade: 2 Step: 3

Effective: April 2, 2019

Education: Boston University BA, Communications

Most Recent Experience: Renaissance Vocational Services
Employment Services Manager

Applicant Flow:

Gender	Ethnicity
24 Female	0 American Indian or Alaska Native
14 Male	2 Asian
0 Not Disclosed	0 Black or African American
	4 Hispanic/Latino
	1 Native Hawaiian or Other Pacific Islander
	5 Not Disclosed
	2 Two or More Selections
	24 White
	<hr/> 38 Total

4 Academic Professional Appointment – **Rachael Smith**

Financial Aid Coordinator

Student Affairs

Annual Salary: \$54,003 Grade: 5 Step: 3

Effective: March 21, 2019

Education: California State University MA, Education-Counseling and
Student Services
BA, Communicative Disorders, Deaf
Education

Most Recent Experience: Portland State University
Academic Advisor

Applicant Flow:

Gender	Ethnicity
32 Female	0 American Indian or Alaska Native
16 Male	3 Asian
2 Not Disclosed	4 Black or African American
	3 Hispanic/Latino

April 18, 2019

19-093

COMMENDATION OF RETIRING EMPLOYEE –
MARTA KING

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Marta King has performed faithfully in her duties as Full-time Faculty in the Nursing department beginning August 21, 2003 to March 23, 2019. She retires effective March 23, 2019.

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

April 18, 2019

19-094

COMMENDATION OF RETIRING EMPLOYEE –
MARK R. LEWIS

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Mark Lewis has performed faithfully in his duties as Full-time Classified On-site Network Technician from September 21, 1995 to April 12, 1996. Then as a Full-time Classified Computer Specialist for Portland Community College from April 15, 1996 to August 20, 2015 and later a Full-time Classified Technology Specialist III from June 1, 2015 to April 30, 2019. He retires effective April 30, 2019.

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

April 18, 2019

19-095

COMMENDATION OF RETIRING EMPLOYEE –
JODY POTTER

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Jody Potter has performed faithfully in her duties as Manager, Student Systems Support for Portland Community College since April 7, 2008. She retires effective May 31, 2019.

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

April 18, 2019

19-096

AWARD CONTRACT FOR EYEGLASS LENSES FOR
COFFEE CREEK CORRECTIONS EDUCATION PROGRAM

PREPARED BY: Kim Copley, Buyer/Contract Specialist, Procurement

FINANCIAL
RESPONSIBILITY: Kevin Bradley, Manager, Corrections Education, Workforce
Development
Marc Goldberg, Associate Vice President, Workforce
Development and Community Education
Katy Ho, Vice President, Academic Affairs

APPROVED BY: Mark Mitsui, College President

REPORT: The College has a need to contract with a qualified company to provide eyeglass lenses and related services for the Coffee Creek Corrections Education Program. The estimated cost for this contract will exceed the \$150,000 threshold, requiring the Board of Directors approval (B505).

On December 14, 2018, the Request for Proposals (RFP) was advertised in the Daily Journal of Commerce and posted on the Oregon Procurement Information Network (ORPIN), and the PCC solicitation website. The College received two (2) proposals which were reviewed and evaluated by the committee members based on the following criteria: vendor qualifications, experience, scope, plan and approach, interview, and pricing.

Vendors	Points (150 Max)
MJ Optical Inc.	113.34
Clear Optics America/Private Label Enterprises	48.86

MWESB: MJ Optical Inc. is a Small Business Administration (SBA) Woman-Owned Small Business. Private Label Enterprises, Inc. is a SBA Minority-Owned and Woman-Owned Small Business.

RECOMMENDATION: That the Board of Directors authorize the use of a goods and services contract for the provision of lenses and related services for the Coffee Creek Corrections Education Program. The contract will cover an initial three (3) year period with the option to renew for two (2) additional one (1) year periods. The anticipated annual cost is \$70,000.00 for a five (5) year total not to exceed \$350,000.00. The funding will come from the Coffee Creek Corrections Education fund.

April 18, 2019

19-097

AWARD CONTRACT FOR FABRICATION AND
INSTALLATION OF EXTERIOR WAYFINDING SIGNS AT
CASCADE CAMPUS

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

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Planning and Capital Construction

APPROVED BY: Sylvia Kelley, Executive Vice President
Mark Mitsui, College President

REPORT: The exterior wayfinding signage at the Cascade Campus requires updating to reflect the work carried out on the campus as part of the 2008 bond program. The Office of Planning and Capital Construction engaged a specialist design firm to create a comprehensive plan that was then bid.

On March 4, 2019 the Request for Proposals (RFP) was advertised in the Daily Journal of Commerce, State of Oregon (ORPIN), Portland Observer, and the PCC solicitation website. A total of twenty four (24) firms registered and received a copy of the RFP document along with thirteen (13) plan centres. Of these seven (7) firms and two (2) plan centers were MWESB firms. Twelve (12) firms attended the mandatory pre-proposal meeting of which three (3) were MWESB firms. At the proposal closing time of 2:00 PM April 8th, 2019, the College received six (6) proposals of which three (3) were from MWESB firms. The contractor proposals were evaluated based on experience, overall project and schedule, social responsibility approach and fee structure. Review committee member scores were added together, averaged and then the scoring points for price were added to reach a final score with a maximum of 100 points.

Contractor:	Points:
Sea Reach Ltd*	94

Center Point Signs Inc.*	71
Security Signs	62
ES&A Signs and Awning Co.	55
18 Oaks Sign Company*	52
Hilton Displays Inc.	48

* MWESB Firm

Selection was based on proposal scoring. There were no interviews conducted.

MWESB

The recommended contractor is both WBE & DBE certified.

The total cost for wayfinding signage at Cascade Campus is \$144,553 including a 15% contingency.

RECOMMENDATION:

That the Board of Directors authorize PCC to negotiate a contract for the fabrication and installation of wayfinding signage at the Cascade Campus with Sea Reach Ltd. Funding will be from Bond funds.

April 18, 2019

19-098

ADOPT FINDINGS - GRANT AN EXEMPTION FROM
COMPETITIVE BIDDING - AUTHORIZE USE OF THE
DESIGN BUILD ALTERNATIVE CONTRACTING
METHOD FOR THE SYLVANIA AM RENOVATION
PROJECT

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

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Planning and Capital
Construction

APPROVED BY: Sylvia Kelley, Executive Vice President
Mark Mitsui, College President

REPORT: The Sylvania Automotive Metals (AM) building contains aging Mechanical, Electrical & Plumbing (MEP) equipment that has exceeded its expected life cycle. In addition the comprehensive assessment of building roofs that was carried out in 2017 identified this roof as a high priority for replacement. The building will have to remain open during the project as there are no suitable alternative locations for the classes taught in the building. This project is planned as part of the 2017 Bond Program maintenance projects. The College has several critical needs related to the work going forward for the project:

- The timeline is schedule certain due to the impact of the building use
- Work will need to be coordinated with building users and after hours work
- Imperative that the work happens during a summer timeframe

For this project Staff recommends that the alternative Design/Build competitive process be utilized, rather than the standard competitive Invitation to Bid process. The Oregon Public Contracting Code (ORS 279C.300) requires that all public improvement projects be procured through a competitive bid process. The PCC Board,

acting as the Local Contract Review Board, may exempt the project from competitive bidding as long as certain findings required by ORS 279C.330 and 279C.335 are made and an authorized alternative contracting method is used (OAR 137-049-0600 to 137-049-0690). A design/build alternative contracting process is authorized under OAR 137-049-0670. A Design/Builder is selected through a competitive request for proposals ("RFP") process where factors such as experience, expertise, team of designer and contractor, and a demonstrated record of performance can be considered. The other benefit of a Design/Build process is that the contractor is the lead and partners with an architectural firm as part of the team during the design phase, assisting in design development, constructability review, value engineering, scheduling, and estimating. Through this process a guaranteed maximum price is developed. The Design/Builder is the general contractor during the construction phase and will manage the project from the start to finish.

Staff will come back to the Board for approval of the contract when a Design/Build team is selected through a competitive RFP process with a Guaranteed Maximum price or not to exceed amount.

Findings:

- a. The Board finds that the AM Renovation Project is well suited to the Design/Build contracting procedure, because the AM Renovation Project is complex and will require careful planning and coordination of work happening on an occupied campus on an occupied building, including managing site access and utilities and logistics. There is a tight timeframe to achieve all of this work. Further, the project is envisioned as a team effort between PCC, the Design/Build Contractor and Designer-Builder's Architectural team.
- b. The Board finds that PCC is knowledgeable and has a demonstrated capacity to manage the Design/Build process in all disciplines. PCC has previous experience utilizing design-build for the Willow Creek Center, Columbia County Center, and the Rock Creek DTSB project.

- c. The Board finds that this scope and magnitude of work requires careful planning and scheduling around the college's academic calendar, and that the public interest will be best served by establishing a construction methodology that encompasses that capability over the duration of the work.
- d. Pursuant to ORS 279.335(2)(a), the Board finds that utilizing the Design/Build process is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition because a competitive RFP process will be utilized to solicit the Design/Builder, the procurement will be formally advertised, competition will be obtained through competitive proposals, and evaluation and award will be based on identified selection criteria reviewed and ranked by a PCC evaluation committee.
- e. Pursuant to ORS 279C.335(2)(b), the Board finds that utilizing the Design/Build process will result in substantial cost savings to PCC because:
 - i. The proposed team approach will improve communication and continuity, which the Board expects will expedite decision making and reduce costly project delays;
 - ii. Detailed constructability studies, evaluations of construction phasing, and developing options for procurement of materials more efficient using under a Design/Build contract and will result in cost and time savings. The contractor involvement at the inception of the project and leading the design will allow the project to stay within budget. As well, involvement in the design and constructability issues is also more efficient, and should enable thorough knowledge of the project and reduce the need for change orders or added costs during construction.

- iii. The complexity of the project requires the skills of an experienced general contractor; and the use of the Design/Build procurement process will enable PCC to consider experience as part of the selection criteria;
 - iv. PCC expects to be able to take advantage of reduced architectural service costs as a result of the more streamlined Design/Build approach;
 - v. It is common practice in the industry to renovate buildings of this nature on a Design/Build basis where detailed planning, scheduling, and sequencing is required by the owner, and
 - vi. Historically, the Design/Build process helps reduce the number of change orders because the contractor is the lead during the design and planning phases.
- f. Pursuant to ORS 279C.335 (2) (b) (A-N), the Board makes the following specific findings in support of the above-noted findings:

(A) How many persons are available to bid; *Based on previous PCC Bond construction contracts it is reasonable to anticipate between five to seven of those firms would propose on the Sylvania Campus project.*

(B) The construction budget and the projected operating costs for the completed public improvement; *We anticipate this form of contracting will provide a more competitive project and cost less. There will be operational savings once the project is complete because there will not be continued maintenance issues with the MEP systems and roof.*

(C) Public benefits that may result from granting the exemption; *Bringing the Design/Builder on as the lead of the project and at the beginning of the design*

phase promotes an early team approach that leads to continuous value engineering and improved constructability review, resulting in an improved final design. This will reduce change orders and limit delays during the construction phase. This benefits the public through cost savings, provides "guaranteed" costs, and is more likely to result in timely delivery of the project.

(D) Whether value engineering techniques may decrease the cost of the public improvement:

Value engineering is a routine practice in public improvement projects regardless of procurement method. The Design/Build delivery method allows for the general contractor and subcontractors with specialized expertise and common project goals to lead the value engineering process during the design phase, resulting in a more effective and efficient process as compared to value engineering by change order to a completed design. The inherent flexibility and openness of the Design/Build process allows the College to more easily change the design and scope of work as necessary to meet the project budget before the final design is fixed. This is not something that the traditional bid process offers.

(E) The cost and availability of specialized expertise that is necessary for the public improvement:

The RFP process allows for review of contractor expertise not afforded in traditional procurement.

(F) Any likely increases in public safety:

The Design/Build process will enhance public safety because PCC will be able to consider the safety record of the contractors selected. This will be important due to the compacted schedule and multiple things happening on the site at one time. Use of design-build will also help ensure that the AM Renovation Project will be largely completed in the summer when fewer persons are on campus and accessing the AM.

(G) Whether granting the exemption may reduce risks to the contracting agency, the

state agency or the public that are related to the public improvement;
Design/Build contract allows for the District to engage in early work agreements that give more insight and site verification of unforeseen conditions to the Architects, Contractors and District, as well as expediting the construction schedule by starting early work during the design phase.

(H) Whether granting the exemption will affect the sources of funding for the public improvement:

There will be no impact on the funding of this project due to utilization of the Design/Build process. The Source of funding will be the 2017 Bond.

(I) Whether granting the exemption will better enable the contracting agency to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement:

Because the Design/Build process appoints the general contractor at the beginning of the design, we are able to take advantage of market prices by facilitating early purchase of certain project elements, if needed. The essential added value of the Design/Build process is the real time market job costing from projects around the Portland market and the West Coast. This knowledge allows the GC and architect time to discuss the approach to less costly complementary or alternative items.

For example, the GC may provide early input that it is less expensive but equally advantageous. If the College bid this contract traditionally, after design completion, the College may not receive this timely cost saving input and would have to make an adjustment in the field, which would cost time and maybe only save a percentage of funds.

(J) Whether granting the exemption will better enable the contracting agency to address the size and technical complexity of the public improvement;

The Design/Build process will help deliver a successful Sylvania project. One of the biggest advantages of the Design/Build method is the ability to coordinate all technical work before construction. Being able to apply best practices with the Design team, College and the Contractor will make for a better product within the budget constraints.

As already described above, the areas of technical complexity include:

- 1. Multiple components of the project happening at one time*
- 2. Aggressive schedule to meet academic needs*
- 3. Budget constraints*
- 4. Ability to meet Board goals for MWESB contracting*

(K) Whether the public improvement involves new construction or renovates or remodels an existing structure;

This project comprise MEP and roof replacement on an existing occupied building.

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

The building has to remain occupied during the project and will require a high level of logistics and communication.

(M) Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions; and
We anticipate the work being complete in one phase.

(N) Whether the contracting agency or state agency has, or has retained under contract, and will use contracting agency or state agency personnel, consultants and legal counsel that have necessary expertise and

substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the contracting agency or state agency will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract.

The College's Procurement Department and the Office of Planning and Capital Construction has department staff that have the necessary expertise with Design/Build to develop and utilize the proposed contracting method. The College's outside legal counsel, Miller Nash Graham & Dunn LLP has extensive experience with the Design/Build alternative contracting method.

For these reasons, use of the Design/Build Alternative Contracting Method for the AM Renovation Project is likely to result in substantial cost savings as compared to use of the standard/bid/build process within the meaning of ORS 279C.335(2)(b).

RECOMMENDATION: That the Board of Directors, acting as the Local Contract Review Board for the College, adopt the findings presented and grant an exemption from competitive bidding for the Sylvania AM Renovation project to authorize the use of a Design/Build alternative contracting method for the project. Funding for this project will be from the 2017 Bond Program.

April 18, 2019

19-099

APPLY TO THE STATE BOARD OF EDUCATION FOR
APPROVAL OF THE CYBERSECURITY AAS FOR
PORTLAND COMMUNITY COLLEGE

PREPARED BY: Sally Earll, Curriculum Coordinator, Curriculum Support Services

FINANCIAL RESPONSIBILITY: Albert Lee, Division Dean, Business and Computing

APPROVED BY: Dr. Katy Ho, Vice President, Academic Affairs
Mark Mitsui, College President

REPORT: This proposed Cybersecurity AAS is for individuals in the information technology industry who want cybersecurity skills, knowledge, and a credential for career opportunities and advancement. A Computer Information Systems department goal is to become recognized as a Center of Academic Excellence in Cyber Defense (CAE-CD), which is a program cosponsored by the National Security Agency (NSA) and Department of Homeland Security (DHS). The content and outcomes of this AAS are mapped to the core set of CAE-CD knowledge units. Cybersecurity continues to grow in importance, and demand outstrips supply in Oregon. The Computer Information Systems Industry Advisory Committee stresses not only the importance of security throughout the industry, but also the need for employees to have the critical skills and knowledge to manage computer systems. The AAS provides basic cybersecurity competencies for those pursuing a career in IT. All courses in the Cybersecurity Career Pathway Certificate are wholly contained in the AAS so that students can pursue their education at PCC and grow within the IT industry.

The Cybersecurity AAS has been reviewed and approved by the Computer Information Systems Industry Advisory Committee.

RECOMMENDATION: That the College be authorized to submit an application to the Higher Education Coordinating Commission for the Cybersecurity AAS for Portland Community College.

April 18, 2019

19-100

AFFIRMS BOARD POLICY ON MINORITY, WOMEN-OWNED AND EMERGING SMALL BUSINESS PARTICIPATION AND WORKFORCE DEVELOPMENT. RECOGNIZES ADDITION OF SERVICE DISABLED VETERAN OWNED BUSINESSES AND DISADVANTAGED BUSINESS ENTERPRISES TO STATE OF OREGON CO-BID PROGRAM. ESTABLISHES ASPIRATIONAL GOALS FOR WORKFORCE DIVERSITY ON CONSTRUCTION PROJECTS

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

FINANCIAL RESPONSIBILITY: Linda Degman, Director, Planning and Capital Construction

APPROVED BY: Sylvia Kelley, Executive Vice President
Mark Mitsui, College President

REPORT: Board policy B506 adopted in 2007 commits the college to a procurement diversity plan that engages the Minority, Women and Emerging Small Business community. As part of this process the college has an aspirational goal of 20% MWESB participation in construction projects funded by bond proceeds. The college uses the certification process administered by the State of Oregon Certification Office for Business Inclusion and Diversity (COBID) to verify that firms meet the requirements. Since the adoption of the college policy in 2007 COBID has added two further certifications – Service Disabled Veteran owned business and Disadvantaged Business Enterprise. If this resolution is approved the College would include firms with these designations in the aspirational goal. The college would also seek to amend the 20% participation goal to allow no more than 14% of the goal to come from Emerging Small Businesses.

The college currently requires contractors to make reasonable efforts to ensure that their workforce reflects the diversity of the Portland Metropolitan area. Consultation with other public agencies found that they were now setting

aspirational goals for minority and women's participation in construction projects. The college would like to set a goals of 20% minority and 15% women's workforce participation on projects. This goal would also apply to consultants used on bond projects. The college is in discussions with the City of Portland on an Intergovernmental Agreement where the City will receive the workforce participation reports from contractors on our behalf and utilize their existing tracking system to provide us reports. The City already has similar agreements in place with Metro and Portland Public Schools.

RECOMMENDATION: That the Board of Directors agree to expand the existing MWESB program to include Service Disabled Veteran owned business and Disadvantaged Business Enterprises, and to revise the aspiration goals to allow no more than 14% of the participation to come from Emerging Small Businesses. That the Board of Directors agree to set an aspirational goal of 20% minority and 15% women's workforce participation for both contractors and consultants on bond projects.

April 18, 2019

19-101

SUBMIT NOMINATIONS FOR THE ASSOCIATION OF
COMMUNITY COLLEGE TRUSTEES 2019 AWARDS
PROGRAM

PREPARED BY: Traci Fordham, Office of the President

APPROVED BY: Mark Mitsui, College President

REPORT: The Association of Community College Trustees (ACCT) sponsors an annual awards program to recognize the excellence of community college groups and individuals in furthering the mission of community colleges. Awards are submitted for initial consideration on a regional basis (Southern, Western, Pacific, Central, and Northeast). Regional award winners are then considered for selection to receive the award at the national level at ACCT's Leadership Congress in October 2019.

RECOMMENDATION: That the Board approve the following nominations for the Regional ACCT 2019 Awards Program:

Faculty Member Award: Josephine Pino, for excellence in community college teaching, collaborative leadership across education sectors, and for creative, multidisciplinary, culturally-responsive pedagogies and curriculum development

Professional Board Staff Member Award: Jeannie Moton, for leadership and innovation, commitment and creativity in support of Board of Directors and Office of the College President



Board of Directors Goals 2018-2019

Board members recognized during discussion that several goals from previous goal-settings are not time-specific but are, rather “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 2017-2018 planning cycles.

Legacy Goals

- Ensure an environment of success that encourages access and timely completion
- Prioritize the college’s commitment to the creation of a nationally renowned culture for diversity, equity and inclusion
- Track and evaluate Portland Community College operations and execution of the Strategic Plan.
- Be an engaged advocate for Portland Community College in:
 - Governmental affairs and governmental advocacy
 - In support of fundraising strategies targeting the advancement of important initiatives (e.g. Future Connect, PCC Foundation efforts, etc.)
- Continue communication between the Board of Directors and the President

Board Priorities

- Support the work of the newly chartered Diversity, Equity and Inclusion Committee of the Board.
- Advocate for increased state resources and support for student success initiatives district-wide.
- Ensure development of a dashboard to monitor key performance indicators
- Aid students by building relationships with key transportation and housing partners in the Metro community
- Support the President’s 2018-2019 Work Plan

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.