



# Board of Directors **Business Session**

August 20, 2020

#think**PCC**first

## 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

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

August 20, 2020

Online Option: <https://portlandcc.zoom.us/j/99360985814>

Dial In Options: +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 or +1  
312 626 6799 or +1 646 876 9923 or +1 301 715 8592

Webinar ID: 993 6098 5814

**AGENDA**

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 [boardmember@pcc.edu](mailto:boardmember@pcc.edu), please use **ACCESSIBILITY** in the subject line.

**4:30 PM Executive Session**

In accordance with ORS 192.660 (2), (d) labor negotiations, (k) school safety

Media Requests to join the Executive Session can be emailed ([boardmember@pcc.edu](mailto:boardmember@pcc.edu), please use **MEDIA REQUEST** in the subject line) or phoned in (971.722.4365) by 2:30 pm of the meeting date.

**4:50 PM Break/Transition to Work Session**

**5:00 PM Work Session**

- Board Goals Review (10 minutes)  
Mission Fulfillment
- B202 Review (10 minutes)  
Secretary Position  
Agenda additions process
- Board Roles Discussion (20 minutes)  
OCCA Representative  
Foundation Representative
- Events (20 minutes)  
Sponsorship Review  
ACCT Leadership Congress  
In-service

**6:00 PM Call to Order—Business Session**

- Approval of Agenda—August 20, 2020

- Approval of Minutes—July 16, 2020

6:05 PM

### **Information Sessions**

- COVID-19 Update—Mark Mitsui (30 minutes)
  - COVID-19 Health & Safety Operational Plan

6:35 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.

6:40 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

21-019 Approval of Personnel Actions—  
August 20, 2020..... 025

#### **Academic Professional Appointments:**

Terrie Quinteros, Resource Program Coordinator III,  
Office of the Dean of Student Development,  
Southeast Campus (Temporary)

Julie Stocker, Community Resource Specialist / PCC  
Clear Clinic Coordinator, Office of the Dean of  
Instruction, Cascade Campus (NonGeneral Fund)

#### **Administrative Appointments:**

Ann Cary, Dean of Academic Affairs, Academic Affairs,  
Sylvania Campus (Temporary)

Nichoel Patterson, Registrar, Student Affairs,  
Downtown Center (Temporary)

Jen Piper, Dean of Instruction, Office of the Vice  
President of Academic Affairs, Southeast  
Campus

#### **Faculty Appointments:**

Lorena Alves Carvalho Nascimento, Instructor,  
Geographical Information Systems (GIS), Social  
Sciences and Human Development Division,  
Sylvania Campus

Stephanie Bryan, Instructor, Chemistry, Mathematics  
and Science Division, Cascade Campus

Emmanuel Tachu, Instructor, Computer Information  
Systems / Data Communication, Engineering  
and Technology Division, Sylvania Campus

Jeanne Thomsen, Instructor, Nursing, Health Professions  
and Physical Education Division, Sylvania  
Campus

Katherine Standish, Instructor, Chemistry, Science,  
Health and Nutrition Division, Sylvania Campus  
(Temporary)

**Retirees**

21-020	Commendation of Retiring Employee – Revathi Aditham .....	028
21-021	Commendation of Retiring Employee – Ronald Beers.....	029
21-022	Commendation of Retiring Employee – Nancy Casciato .....	030
21-023	Commendation of Retiring Employee – Jim Liss .....	031
21-024	Commendation of Retiring Employee – Tamara Williams.....	032
<b>Continuous Appointment</b>		
21-025	Continuous Appointment: Faculty and Academic Professionals.....	033

**BIDS AND CONTRACTS**

21-026	Authorization to Issue Guaranteed Maximum Price for Rock Creek Campus Building 2 Welding Modernization Project.....	034
21-027	Authorization to Increase Contract Value for Sylvania Automotive Technologies (AM) Building Preconstruction Services.....	036
21-028	Authorization to Award Contract for IT Wireless Access Points Upgrade .....	038

**BOARD**

21-029	BP 3506 Resumption of In-Person, On-Site Classes and Services (Second Reading).....	040
21-030	Approval of the Covid-19 Health & Safety Operational Plan .....	042

6:45 PM

**Public Comment on Non-Agenda Items**

Public comment on non-agenda items can be emailed by 3:00 pm on  
the meeting date to [boardmember@pcc.edu](mailto:boardmember@pcc.edu). These comments  
will be kept as part of the official meeting minutes. Please use  
**NON-AGENDA PUBLIC COMMENT** in the subject line.

6:45 PM

**Reports (5 minutes each)**

- Faculty and Academic Professionals—Frank Goulard, President
- Classified—Jeff Grider, President
- District Student Council—Antonia McSwain, Chair
- Board Members

- President

7:10 PM      **Adjournment**

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Portland Community College Board of Directors  
PO BOX 19000, Portland, Oregon 97280

July 16, 2020  
Via remote access

**BOARD MEETING MINUTES**

**ATTENDANCE**

Mohamed Alyajouri, Denise Frisbee, Jim Harper, Tiffani Penson, Dan Saltzman,  
Michael Sonnleitner, Alex Díaz Rios, Riley Turner

**EXECUTIVE SESSION**

The board met in accordance with ORS 192.660 (2), (a) employment of a public official, (e) real property, (f) information exempt from public disclosure (attorney-client privilege) and (h) litigation.

**WORK SESSION**

The board met in work session and received updates about hiring diversity and discussed the board budget and roles.

**CALL TO ORDER**

Chair Harper called the Business Meeting to order at 6:04 pm.

**APPROVAL OF THE AGENDA**

The July 16, 2020 agenda was approved as published. Sonnleitner/Frisbee

Alyajouri – Yes	Harper - Yes	Sonnleitner – Yes
Díaz Rios - Yes	Penson – Yes	
Frisbee - Yes	Saltzman – Absent	

The June 18, 2020 meeting minutes were approved as published. Alyajouri/Frisbee

Alyajouri – Yes	Harper - Yes	Sonnleitner – Yes
Díaz Rios - Yes	Penson – Yes	
Frisbee - Yes	Saltzman – Absent	

**ELECTION OF CHAIR AND VICE CHAIR**

Chair Harper made a motion to elect Mohamed Alyajouri as Chair for 2020-2021.

Harper/Frisbee

Alyajouri – Yes	Harper - Yes	Sonnleitner – Yes
Díaz Rios - Yes	Penson – Yes	
Frisbee - Yes	Saltzman – Yes	

Chair Harper called for a motion to elect Vice Chair for 2020-2021. Director Díaz Rios made a motion to elect Tiffani Penson. Díaz Rios/Saltzman

Alyajouri – Yes	Harper - Yes	Sonnleitner – Yes
Díaz Rios - Yes	Penson – Yes	

Frisbee - Yes

Saltzman – Yes

The newly elected Chair Alyajouri and Vice Chair Penson were sworn in by President Mitsui. Riley Turner was also sworn in as Student Board Member.

### **INFORMATION SESSIONS**

#### *COVID-19 Update – Mark Mitsui, President*

The COVID-19 reopening leadership team, or COLT, has been formed. I want to acknowledge and thank the lead of that team, Jessica Johnson, who is our internal auditor and graciously accepted a reassignment to lead the several different COVID-19 groups that are working on reopening. The context for this is an Executive Order from the Governor. There have been several orders relative to higher education and the first was the Executive Order we used to plan for the summer quarter and it allowed for a limited number of exceptions to the ban on face to face instruction. Primarily in those disciplines needed for emergency response – healthcare and first responder training, as well as a handful of other sectors and disciplines. Criteria was established for identifying and prioritizing the programs that had courses that could not be taught online. I do want to emphasize that the faculty, administrator staff, APs, have all done an amazing job in transitioning to remote in online courses. Over 2600 sectors were transferred over to remote or online and that tremendous amount of creativity and innovation was utilized and demonstrated by our people as they converted the courses.

COLT is busy putting administrative procedures forward. You will see a reopening policy in the consent agenda that more explicitly, and specifically to COVID-19, delegates authority to the President to develop administrative procedures. My understanding is that you have already done that in other policies, but we thought that it might be helpful to have a policy that is more specific to COVID-19. COLT has put together the first three administrative procedures regarding reopening. The first Executive Order covered summer quarter for all intents and purposes. The second Executive Order was, because of its timeline, really oriented for fall. However, an important part of that order included the Oregon Health Authority standards for in person instruction in higher education. The second Executive Order and OHA standards have provided additional criteria for us to build administrative procedures. The first procedure approved is the administrative procedure around face coverings. A second is the administrative procedure for social distancing and hand hygiene. The third procedure that I have approved is the enforcement and complaint protocol. We are scheduled to begin the limited number of in person course offerings on Monday.

Vice President of Finance and Administration Eric Blumenthal and his team have been working on acquiring PPE in adequate amounts and of the appropriate kind so that we can open on time.

Our enrollment went down about 20% in spring quarter compared to our usual enrollment. For the summer quarter we are about 6.8% above our usual enrollment.

#### *President's National and Local Board Service – Mark Mitsui, President*



President Mitsui provided an update on the external work he is involved in on behalf of the college.

President Mitsui gave an account of his national, regional, and local board service, including American Council on Education (ACE), Second Nature, President's Alliance on Higher Education and Immigration, American Association of Community Colleges, Phi Theta Kappa, National Skills Coalition, Aspen Institute, Northwest Commission of Colleges and Universities, Governor's Workforce Talent Development Board, and OCCA.

*YESS (Yes to Equitable Student Success)* – Dr. Katy Ho, Vice President, Academic Affairs and Dr. Heather Lang, Interim Vice President, Student Affairs

We want to start by referencing something President Mitsui has been reiterating a lot for the college community, which is that our YESS work really is our racial equity plan. This is our way of actualizing equitable student outcomes. It is our intentional and measured approach to transforming our systems. The next key activities for YESS work include Academic and Career Pathways teams, advising redesign, community of care work group, English Speakers of Other Languages (ESOL)/Adult Basic Education (ABE) work group, strategic course scheduling work group. Key milestones for Fall Quarter 2020 include all students assigned an advisor by Pathway, case managed advising using EAB, All Pathways Team members and Advisors receive grounding training in anti-bias culturally responsive practice, continued implementation of course placement and developmental education efforts, and continued implementation of Pathways to Opportunity.

Academic and Career Pathways implementation design teams will work across Pathways to identify aspects of the student experience that should be consistent. Each team will design an implementation plan to strengthen the experience of all students within the Pathway. 122 people from every employee classification have volunteered to be involved in the teams. Teams are committed to the core values of engagement, authenticity, collaboration and ownership as we intentionally center our conversations in an equity framework that ensures systemic action grounded in honoring student identity and needs. Advising redesign experienced accelerated implementation due to COVID-19.

The College's equitable student success metrics are comprised of both leading and lagging indicators. Collectively they identify where progress is being made toward equitable student success as well as outcomes where equity gaps continue. These metrics include credits successfully completed, retention, momentum points, graduation and transfer, success rates (high enrolling courses). Momentum points are measures of students' progression in their first year of college that research has found correlate with educational goal attainment in subsequent years. These leading indicators enable the college to evaluate the potential longer-term effect of large scale systems, processes and policy changes. We know we need to look outside to better understand the student experience beyond the metrics. 3200 students responded to a 57 item survey in the

middle of spring term. Findings include disaggregated data about challenges students experience for fully engaging in online courses.

### **PUBLIC COMMENT ON AGENDA ITEMS**

None

### **BUSINESS SESSION**

Chair Harper proposed approval of Resolutions 21-001 to 21-018. Sonnleitner/Frisbee

Alyajouri – Yes

Harper - Yes

Sonnleitner – Yes

Díaz Rios - Yes

Penson – Yes

Frisbee - Yes

Saltzman – Absent

### **PUBLIC COMMENT ON NON AGENDA ITEMS**

None

### **REPORTS**

Faculty and Academic Professionals: Frank Goulard

I wanted to put a special mention to thank President Mitsui for working with OCCA and the HECC to get special attention to higher education and, in particular, community colleges for funding and other resources. We have a HECC meeting coming up August 12-13, where we finalize the CCSF request to go to the Governor. It looks pretty certain that we will authorize the \$701 million request for the community college support fund (CCSF) for the 2021-2023 biennium.

Board Members:

Student Director Turner

We begin our training with our new district student council. Based on our conversations last spring, I expect our focus to remain on direct student service and support through our food justice task force, as well as housing and financial aid initiatives.

Director Frisbee

I wanted to thank Jim for his year of service as Board Chair and you have positioned us wonderfully with Mohamed and Tiffani.

Director Penson

Thank you all for voting me in as Vice Chair.

Director Sonnleitner

I remain concerned about SACs and regular faculty having input into the curriculum scheduling and decisions that affect their own lives.

President Mitsui

Congratulations to Chair Alyajouri and Vice Chair Penson. Thank you to Jim for serving as Chair and welcome Riley.

Finalized gift agreement for the Caroline Moore Writer's Estate. The estate is 5.1 acres with a log house. This was a competitive application process, so kudos to the HARTS council that partnered with Ann Prater and the Foundation to put the proposal together that eventually won. The estate includes a \$3 million gift to go towards the care of the home, as well as programmatic elements, for the next 20 years.

We also received a generous donation of \$1 million by Ann Naito to the Pathways to Opportunity project. More to come on that particular development.

I want to thank everyone who assisted in pushing back on the particularly cruel rule that ICE issued that, if enacted, would have basically forced almost all of our international students to leave the United States immediately. Many of us thought that this was an intentional strategy to force higher education institutions to reopen regardless of health and safety consequences.

I wanted to thank Dr. Ho and Dr. Lang for their great work with YESS, particularly amidst the pandemic. We do believe there is no equity neutral system and any system that has a negative impact upon underserved communities or students, even if that impact is not intentional, needs to be interrogated to identify how we can change it.

#### **ADJOURNMENT**

There being no further business, the meeting adjourned at 8:16 pm.

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Mohamed Alyajouri, Chair

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Mark Mitsui, President

Prepared by:

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Jeannie Moton, Executive Coordinator

Minutes approved on August 20, 2020.

August 20, 2020

21-019

APPROVAL OF PERSONNEL ACTIONS

PREPARED BY: The Human Resources Department Staff

APPROVED BY: Mark Mitsui, President

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

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

Academic Professional Appointment (Temporary)– Terrie Quinteros

Resource Program Coordinator III

Office of the Dean of Student Development, Southeast Campus

Annual Salary: \$59,297 Grade: 5

Step: 5

Effective: June 26, 2020 to September 20, 2020

Applicant Flow: Direct Appointment

Academic Professional Appointment (NonGeneral Fund)– Julie Stocker

Community Resource Specialist / PCC Clear Clinic Coordinator

Office of the Dean of Instruction, Cascade Campus

Annual Salary: \$48,805 Grade: 3

Step: 3

Effective: July 1, 2020 to May 31, 2021

Applicant Flow: Article 3.64 Appointment

Administrative Appointment (Temporary)– Ann Cary

Dean of Academic Affairs

Academic Affairs, Sylvania Campus

Annual Salary: \$91,484 Grade: N

Effective: July 6, 2020 to June 30, 2021

Applicant Flow: Direct Appointment

Administrative Appointment (Temporary)– Nichoel Patterson

Registrar

Student Affairs, Downtown Center

Annual Salary: \$88,500 Grade: M

Effective: July 1, 2020 to June 30, 2021

Applicant Flow: Direct Appointment

Administrative Appointment (Temporary)– Jen Piper

Dean of Instruction

Office of the Vice President of Academic Affairs, Southeast Campus

Annual Salary: \$123,305 Grade: O

Effective: June 8, 2020 to June 30, 2021

Applicant Flow: Direct Appointment

**Faculty Appointment– Lorena Alves Carvalho Nascimento**

Instructor, Geographical Information Systems (GIS)

Social Sciences and Human Development Division, Sylvania Campus

Annual Salary: \$53,843 Step: 1

Effective: September 1, 2020

Applicant Flow:

Gender		Ethnicity	
8	Female	0	American Indian or Alaska Native
12	Male	5	Asian
5	Not Disclosed	1	Black or African American
		0	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		4	Not Disclosed
		0	Two or More Selections
		15	White
		25	Total

**Faculty Appointment– Stephanie Bryan**

Instructor, Chemistry

Mathematics and Science Division, Cascade Campus

Annual Salary: 59,700 Step: 4

Effective: September 1, 2020

Applicant Flow:

Gender		Ethnicity	
36	Female	2	American Indian or Alaska Native
49	Male	17	Asian
3	Not Disclosed	6	Black or African American
		4	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		7	Not Disclosed
		1	Two or More Selections
		51	White
		88	Total

**Faculty Appointment– Emmanuel Tachu**

Instructor, Computer Information Systems / Data Communication

Engineering and Technology Division, Sylvania Campus

Annual Salary: \$69,488 Step: 7

Effective: September 1, 2020

Applicant Flow:

Gender		Ethnicity	
1	Female	0	American Indian or Alaska Native
8	Male	2	Asian
2	Not Disclosed	1	Black or African American
		0	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander

	2	Not Disclosed
	0	Two or More Selections
	6	White
	<hr/>	
	11	Total

**Faculty Appointment– Jeanne Thomsen**

Instructor, Nursing

Health Professions and Physical Education Division, Sylvania Campus

Annual Salary: \$61,788 Step: 5

Effective: September 1, 2020

Applicant Flow:

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

**Faculty Appointment (Temporary)– Katherine Standish**

Instructor, Chemistry

Science, Health and Nutrition Division, Sylvania Campus

Annual Salary: \$57,681 Step: 3

Effective: September 1, 2020

Applicant Flow: Direct Appointment

**ETHNIC AND GENDER DESCRIPTION OF STAFF  
PROPOSED TO BE HIRED IN THE AUGUST 20, 2020 PERSONNEL REPORT**

Female	9	American Indian/Alaskan Native	0
Male	1	Asian	0
Not Disclosed	0	Black or African American	2
	<hr/>	Hispanic/Latino	1
	10	Native Hawaiian/Pacific Islander	0
		Not Disclosed	0
		Two or More Selections	0
		White	7
			<hr/>
			10

August 20, 2020

21-020

COMMENDATION OF RETIRING EMPLOYEE –  
REVATHI ADITHAM

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Revathi Aditham has performed faithfully in her duties as a full-time Treasury Analyst for Portland Community College since March 19, 2001. She retires effective June 30, 2020.

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

August 20, 2020

21-021

COMMENDATION OF RETIRING EMPLOYEE –  
RONALD BEERS

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Ronald Beers has performed faithfully in his duties as a part-time Food Service Associate and full-time Custodian for Portland Community College since October 25, 2001. He retires effective June 30, 2020.

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



August 20, 2020

21-022

COMMENDATION OF RETIRING EMPLOYEE –  
NANCY CASCIATO

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Nancy Casciato has performed faithfully in her duties as a part-time and full-time faculty for Portland Community College since September 26, 1988. She retires effective June 30, 2020.

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

August 20, 2020

21-023

COMMENDATION OF RETIRING EMPLOYEE –  
JIM LISS

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Jim Liss has performed faithfully in his duties as a part-time Transit Service Operator for Portland Community College since October 8, 2012. He retires effective June 30, 2020.

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

August 20, 2020

21-024

COMMENDATION OF RETIRING EMPLOYEE –  
TAMARA WILLIAMS

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Tamara Williams has performed faithfully in her duties as a Cooperative Education Student Employment Specialist for Portland Community College since January 7, 2002. She retires effective July 31, 2020.

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

August 20, 2020

21-025

CONTINUOUS APPOINTMENT: FACULTY AND ACADEMIC  
PROFESSIONALS

PREPARED BY: Snehal Patil, Specialist, Human Resources

APPROVED BY: Lisa Bledsoe, Associate Vice President, Human Resources  
Sylvia Kelley, Executive Vice President  
Mark Mitsui, President

The President RECOMMENDS that the following Faculty and Academic Professionals, having fulfilled the required probationary period, be granted continuous appointment, effective September 1, 2020:

<u>Continuous Appointments</u>	<u>Job Title</u>
Tina Dorrell	Advisor/Financial Aid

August 20, 2020

21-026

AUTHORIZATION TO ISSUE GUARANTEED MAXIMUM  
PRICE FOR ROCK CREEK CAMPUS BUILDING 2  
WELDING MODERNIZATION 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: On October 24, 2019 through BA 20-060 the Board  
adopted the finding, granted an exemption, and  
authorized the use of the CM/GC alternative contracting  
method for the Rock Creek Campus projects.

On April 16, through BA 20-131, the Board approved  
entering into a contract with Pence Construction and the  
issuance of an Early Work Amendment for \$3,522,477 to  
allow work to take place in the Building 2 welding space.

Pence has now submitted the Guaranteed Maximum  
Price for the total project. The GMP is \$5,397,738 and  
replaces the Early Work Amendment. P&CC staff have  
reviewed and recommend acceptance.

Pence have competitively bid the sub-contracts and  
awarded to the responsible proposers whose proposal is  
determined to be the most advantageous to the College.

The contract requires Pence make good faith efforts to  
achieve PCC goals for COBID participation, use of  
apprentices, and workforce diversity.

The proposed GMP has the following projections for  
these;

COBID – Target 20%

At this point Pence are projecting that 35% of the GMP

will go to Oregon registered COBID firms. The breakdown is shown below.

<b>Certification</b>	<b>Amount</b>
Minority Owned Enterprise	\$293,529
Women Owned Enterprise	\$1,864,636
Emerging Small Business	\$547,715
Disadvantaged Business Enterprise	\$40,000

Several firms have multiple certifications and are included in each category.

Apprenticeship Hours – Target 20%

Workforce Diversity – Target 20% Minority, 15% Women,

Pence has partnered with Minority Construction Group LLC to provide support to sub-contractors in meeting PCC goals.

P&CC staff will engage with Pence to ensure progress is made to meeting all PCC goals

**RECOMMENDATION:** That the Board of Directors approve the Guaranteed Maximum Price presented by Pence Construction in the amount of \$5,397,738 plus 10% contingency for a total of \$5,937,512. Funding is from the 2017 Bond Program.

August 20, 2020

21-027

AUTHORIZATION TO INCREASE CONTRACT VALUE  
FOR SYLVANIA AUTOMOTIVE TECHNOLOGIES (AM)  
BUILDING PRECONSTRUCTION SERVICES

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, President

REPORT: On September 19, 2019 through BA 20-038 the Board approved awarding a contract for Progressive Design Build Services for the Sylvania AM Building to Fortis Construction Inc. for a not to exceed amount of \$148,500. This fee covered pre-construction services for modernization and upgrade to the existing infrastructure.

During the pre-construction phase it was determined that the scope of these services should be expanded to include a more comprehensive review of how the building is being used and how to best support the programs that are currently using the building.

P&CC staff requested an updated preconstruction proposal which has been reviewed by staff who recommend acceptance. This will increase the pre-construction fee by \$144,618 for a new total of \$293,118

This is a Design/Build contract where the Architect is under contract with the Design Builder. The Architect is Woofter Architecture, PC who are an Oregon Registered ESB.

Further Board approval will be requested once the Guaranteed Maximum Price has been established. This will also include information on COBID certified sub-contractors.

RECOMMENDATION: That the Board of Directors authorize PCC to issue an Amendment to Fortis Construction Inc. in the amount of \$144,618. Funding is from the 2017 Bond Program.



August 20, 2020

21-028

AUTHORIZATION TO AWARD CONTRACT FOR IT  
WIRELESS ACCESS POINTS UPGRADE

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

FINANCIAL  
RESPONSIBILITY: Linda Degman, Director, Planning and Capital  
Construction  
Michael Northover, Chief Information Officer

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

REPORT: The 2017 Bond includes an initiative for Information Technology (IT) upgrades. One of the projects identified during Facilities Plans Phase I was to upgrade wireless access points throughout the college. Given the advancements in wireless technologies over the last decade, upgrading our wireless services will allow for improved wireless access for students, faculty and staff. IT will also be adding new access points throughout the college for expanded wireless services. IT will also be adding new access points throughout the college for expanded wireless services.

The college currently has over 800 wireless access points at all campuses and centers. Many of the access points are nearing 10 years old and reaching end of life. Our current wireless access points are an HP (Hewlett Packard) Aruba product. We will upgrade to the latest series of the HP Aruba wireless product. The newer wireless series will also allow IT to improve wireless services configuration and management.

Purchase of the HP Aruba product will be made in phases to facilitate installation schedules throughout the college.

Wireless Access Point equipment will be purchased from PNW Security, LLC who are on a cooperative contract issued by the Organization for Educational Technology & Curriculum (OETC) which exempts the College from a

competitive process per CCR-205. This contract expires on January 31, 2021. This contract is being issued against an OETC cooperative contract that was competitively bid.

PNW Security provided a quote for \$1,124,329.80 which includes five (5) years maintenance and support. Staff have reviewed the quote and recommend acceptance.

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

**RECOMMENDATION:** That the Board of Directors authorize PCC to award the contract for Wireless Access Points to PNW Security, LLC for a fee of \$1,236,763 including 10% contingency. Funding for the equipment purchase and included maintenance is from the 2017 Bond Program. IT General Fund will be used for maintenance costs after the included period.

August 20, 2020

21-029

BP 3506 RESUMPTION OF IN-PERSON, ON-SITE CLASSES  
AND SERVICES (SECOND READING)

PREPARED BY: Jeff Condit, Legal Counsel, Miller Nash

APPROVED BY: Mark Mitsui, President

REPORT: This policy addresses the guiding principles and parameters under which Portland Community College (“PCC”) will consider resuming in-person, on-site classes and services in light of the novel coronavirus (“COVID-19”) pandemic. COVID-19 has threatened the health and safety of our community and the achievement of the College's educational mission. Portland Community College takes the health and safety of our students and employees very seriously. The College will implement measures to mitigate the risk of COVID-19 transmission, at or in connection with College-related or sponsored events and activities, during or in connection with College classes, programs, and services, and during or in connection with employment.

RECOMMENDATION: That the Board approve policy as follows:

- PCC’s decisions regarding the resumption of on-site classes and services will be driven by the value of pursuing PCC’s mission to support “student success by delivering access to quality education while advancing economic development and promoting sustainability in a collaborative culture of diversity, equity and inclusion” while simultaneously reducing the likelihood of exposure to COVID-19 to our students and employees.
- PCC will develop and implement COVID-19 health and safety rules, protocols, and procedures for its campuses, centers, locations and properties, operations, employment, and participation in classes, programs, events, activities, and services.
- The President of the College will designate a COVID-19 Opening Leadership Team that will report to the President who is responsible for making key decisions and overseeing the coordination of the College's COVID-19 related work teams that develop the health and safety rules, protocols, and

procedures. The College's COVID-19 health and safety rules, protocols, and procedures will comply with applicable law, executive orders, and health authority requirements.

- PCC will advise students and employees of its COVID-19 health and safety rules, protocols, and procedures.
- PCC will provide a complaint process by which students and employees can report concerns about COVID-19 health and safety protocols and compliance with PCC rules, protocols, and procedures. PCC will follow-up promptly upon learning of such concerns.
- The President may, at his discretion, issue administrative procedures that provide further guidance on issues related to COVID-19 and the provision of in-person, on-site services, including, but not limited to health and safety protocols at PCC sites and administrative procedures regarding reopening and closing facilities and programs or courses, etc. In this environment, administrative procedures and other PCC rules should take into account the need for flexibility and adaptability to respond to the COVID-19 pandemic.
- The President will report to the Board on a regular basis regarding the development and implementation of COVID-19 health and safety rules, protocols, and procedures, and the PCC President will develop and implement COVID-19 health and safety rules, protocols, and procedures.

August 20, 2020

21-030

APPROVAL OF THE COVID-19 HEALTH & SAFETY  
OPERATIONAL PLAN

PREPARED BY: Sylvia Kelley, Executive Vice President; Chair of the  
COVID-19 Opening Leadership Team

APPROVED BY: Mark Mitsui, President

REPORT: According to Governor Kate Brown's Executive Order 20-28, not later than September 1, 2020, Portland Community College (PCC) must develop and submit to its governing board and the governing board must approve a written COVID-19 Health and Safety Operational plan describing how the College will comply with the Oregon Health Authority (OHA) and Higher Education Coordinating Commission (HECC) standards for in-person instructional, research and residential activities. This includes such other relevant guidance as the HECC may promulgate to implement Executive Order 20-28.

In developing the written plan in compliance with these requirements, PCC assembled a planning team and consulted with content experts, Local Public Health Authorities and with representatives of other interested parties, including but not limited to administration, faculty, classified staff, and students.

The Board shall submit a copy of the approved plan to the HECC and local public health authorities, and must, at each regular board meeting, review the plan, and any amendments thereto. The plan shall be resubmitted to the HECC upon any significant amendments.

PCC prioritizes, above all else, the health and safety of students, faculty, staff, and community. The standards and science around COVID-19 are constantly changing, and this plan is subject to change in keeping with the most current information and guidance available. Board delegation to the College President to approve changes to the plan will help ensure the College can respond quickly as new evidence and research emerges.

RECOMMENDATION: That the Board of Directors approve the COVID-19 Health and Safety Operational Plan in Exhibit A, and delegate authority to the College President to approve changes to the plan.

**ATTEST:**

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Mark Mitsui, President

**APPROVED:**

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Mohamed Alyajouri, Chair  
Board of Directors

<b>Effective:</b>	August 20, 2020
<b>Last Revised:</b>	July 28, 2020

Portland Community College

## COVID-19 Health and Safety Operational Plan

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August 2020



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## **Overview**

The purpose of this COVID-19 Health and Safety Operational Plan is to describe how Portland Community College (PCC) will comply [with the Oregon Health Authority \(OHA\) and Higher Education Coordinating Commission \(HECC\) standards for in-person instructional, research, and residential activities](#), and such other relevant guidance as the HECC may promulgate to implement [Governor Brown's Executive Order 20-28](#) related to the COVID-19 pandemic.

For college operated retail establishments, restaurants, transportation, recreational sports, swimming pools, childcare, camps, events or other functions that are not addressed in the standards for in-person instructional, research, and residential activities, PCC will follow the relevant [OHA guidance for the respective sector](#). PCC will also follow [OHA's General Guidance for Employers](#) on COVID-19. The college encourages students, staff, faculty, and other community members to follow [OHA's Public Guidance](#) and [Centers for Disease Control and Prevention \(CDC\) public guidance](#) on COVID-19. Non-credit instructional activities that operate in a similar way to credit activities should also follow the HECC-OHA standards.

PCC will meet, at a minimum, the public health requirements defined by OHA and HECC. Determinations about the resumption of on-site operations will be informed by local circumstances and regional readiness, in consultation with Local Public Health Authorities. PCC will strive to provide the greatest level of choice and flexibility to students to access their education and to support their success while minimizing risks to students and staff. The examination of disparate and inequitable impacts of COVID-19 within our community will be incorporated into decisions related to this plan.

The college's COVID-19 health and safety measures are being implemented for the purpose of responding to the pandemic, which threatens the health and safety of the PCC community and achievement of its educational mission. Despite these measures, there is risk of contracting COVID-19 through in-person attendance and participation in PCC courses, programs, and activities. Further, these measures are not intended to address other health and safety issues.

This plan is subject to change in keeping with the most current information and guidance available.

## **Entry and Self-screening Procedures**

PCC spaces and buildings are only open for official college business as authorized by college administration. Spaces and buildings are not open to the general public. PCC clearly communicates to students, employees and other community members to only come to PCC if they are COVID-19 symptom free. Faculty and staff are advised that working while ill is not permitted. Sick-leave and absence policies are reviewed and revised where necessary to minimize any incentives to work while ill.

The Oregon Health Authority (OHA) and Higher Education Coordinating Commission (HECC) require that PCC students, staff, and faculty conduct a self-check for COVID-19 symptoms before coming to a PCC location. Students, faculty, and staff should not come to campus if they or anyone in their household have recently had an illness with COVID-19 symptoms. If you believe that you have any of the symptoms for COVID-19 or that you believe that you have been exposed, contact your primary care physician or your county health department for guidance on care and testing. If you receive a positive COVID-19 test result, please notify PCC Risk Manager Rob Gabris at 971-722-2869, or email at: [risk@pcc.edu](mailto:risk@pcc.edu).

COVID-19 symptoms are as follows:

Primary symptoms of concern:

- temperature above 100.4 ° F
- cough
- fever or chills
- shortness of breath
- sore throat
- difficulty breathing

\*Note that muscle pain, headache, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19 but are non-specific.

If these symptoms are the only symptoms, and there is a known reason for these (e.g. seasonal allergy, injury) that is not COVID-19, it is acceptable to report to class or work. Emergency signs and symptoms that require immediate medical attention:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to awaken
- Bluish lips or face
- Other severe symptoms

Faculty, staff, or students who have a chronic or baseline cough that has worsened or is not well-controlled with medication should stay at their place of residence (place where the person can recover, self-isolate, etc.) Those who have other symptoms that are chronic, or baseline symptoms should not be restricted. More information about COVID-19 symptoms is available from CDC at:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Temperature checks will not be performed by PCC personnel at PCC locations at this time. However, there may be specific positions or activities in which temperature checking at PCC locations by PCC personnel is required per industry standards, laws, or regulations and in these cases temperature checks should be conducted per those requirements. Self-health checks are required by the OHA and HECC and are necessary.

## **Isolation Procedures**

Students, staff and faculty members developing or reporting primary COVID-19 symptoms while at PCC locations should take the following steps. Primary symptoms are defined in the preceding Entry and Self-screening Procedures Section.

- Immediately leave the PCC location, or be isolated from the area, until they can safely leave. If in need of immediate medical care, call 4444 if on campus, or 911 if not on campus if an ambulance is needed, or go to a hospital if able to do so.
- Seek medical care and COVID-19 testing from a health care provider or through the local public health authority (LPHA). Follow instructions from their LPHA regarding isolation.
- If the person has a positive COVID-19 viral (PCR) test, they should remain at their place of residence (place where the person can recover, self-isolate, etc.) for at least 10 days after illness onset and 24 hours after fever is gone, without use of fever reducing medicine, *and* other symptoms are improving.
- If the person has a negative viral test (and if they have multiple tests and all tests are negative), they should remain at their place of residence until 72 hours after fever is gone, without use of fever reducing medicine *and* other symptoms are improving.
- If the person does not undergo COVID-19 testing, the person should remain at their place of residence for at least 10 days after illness onset and until 24 hours after fever is gone, without use of fever reducing medicine *and* other symptoms are improving.
- Any faculty, staff, or student known to have been exposed where the person developed symptoms to COVID-19 (e.g., in the same classroom or work area) should stay in their place of residence and follow instructions from the LPHA. If circumstances allow, employees may be permitted to work from home during self-quarantine. PCC Facilities Management Services (FMS) has procedures for cleaning, sanitizing and disinfecting surfaces during the COVID-19 pandemic. Areas where a symptomatic person attended class or work will be cleaned according to FMS procedures.
- Any faculty, staff, or student known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 days should stay in their place of residence and follow instructions from the local public health authority.

Isolation methods include:

- Have the person put on a face covering;
- Have the person move outdoors, if possible and remain at least 6 feet from others;
- Have the person move to an unoccupied indoor area and remain at least 6 feet from others.
- After initially isolating the person, inform them that they must go to their residence (place where the person can recover, self-isolate, etc.)
  - Contact Risk Services at 971-722-2869 or [risk@pcc.edu](mailto:risk@pcc.edu) to let them know that you had a person who was visibly ill.
  - Provide a contact number so that Risk Services can call back for additional details.
- From a practical standpoint, if a person reports or has visible COVID-like symptoms while at school or work classmates and colleagues are not likely going to be able to concentrate on work. Classmates and employees will be allowed to leave. Classmates and employees will also be advised

that they should contact their health care provider or county health department if they develop COVID-like symptoms or have any questions related to their health.

- The symptomatic person will be provided information on how to self-isolate as if they are infected. They should follow this advice until advised otherwise by their own health care provider or county health department. <https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/Ie2388A.pdf>
- Classmates and employees will be provided information on how to quarantine as if they were in close-contact with a known COVID-infected person. They should follow this advice until advised otherwise by their own health care provider or county health department. <https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/Ie2359c.pdf>

## **Health-related Communications**

Students, faculty, and staff suspecting that they might have COVID-19, are awaiting test results or have been diagnosed, should not come to PCC locations. Contact your supervisor or instructor about your absence. The symptomatic person's supervisor or instructor must then contact PCC Risk Manager Rob Gabris at 971-722-2869 or by email at: [risk@pcc.edu](mailto:risk@pcc.edu). The supervisor/instructor will be asked for the student/employee name and as much contact information (e.g. phone numbers) they have about the symptomatic person and others in the area. PCC Risk Services will contact the local public health authority (LPHA) in the county where the incident took place and provide them as much information as they have on the incident, including the names and contact information for the symptomatic person and other individuals. Risk Services will consult with the county health department on follow-up actions that PCC should take. These may include cleaning, sanitizing and disinfecting impacted areas and closing parts or all of a PCC location(s).

As required by the Oregon Health Authority (OHA) and the Higher Education Coordinating Commission (HECC), PCC will partner with LPHAs to communicate with students, faculty and staff who have come into close/sustained contact with a person with COVID-19 at a PCC location or a PCC sponsored activity, and to communicate when new case(s) of COVID-19 are diagnosed in students, faculty or staff that have been present at a PCC location or a PCC sponsored activity, including a description of how the college is responding. PCC will utilize multiple platforms to provide public health messaging to students, faculty, and staff. These may include, as appropriate: PCC's public website; myPCC; email and text alerts. It will be necessary to provide names and contact information to PCC staff involved with managing communicable disease incidents, as well as to local and/or state public health agencies. The minimum information necessary to ensure public health will be shared internally and with local and/or state public health agencies. Students and staff who are involved in a communicable disease incident must understand that they cannot divulge any personally identifiable information (PII), including personal health information (PHI), about anyone unless part of a public health investigation. Similarly, local and/or state public health agencies cannot share PII or PHI with the college unless it is critical to their investigation. Students and staff should not ask fellow classmates or employees about the status of any individual.

In some cases, the LPHA will need to perform contact tracing when there are reports of confirmed, presumed or suspected cases of COVID-19 associated with PCC. The LPHA will conduct the tracing according to their guidelines. PCC will assist LPHA in contact tracing by providing the LPHA with the names and contact information of potentially exposed individuals when asked for by the LPHA. PCC will utilize class registration information and employee workplace assignments to assist the LPHA in their contact tracing and case investigation.

If you've been contacted by the State or Local Health Department and have been instructed to quarantine because you have been exposed to COVID-19, do not report to class or work. Follow the quarantine instructions you were given by the Health Department.

PCC will be prepared to assess whether there is a need to suspend in-person classes if a person who has been on campus has been confirmed to have COVID-19. PCC buildings or parts of buildings could be temporarily closed for disinfecting and contact tracing in consultation with local health officials.

PCC will ensure that faculty and staff remain current on health training. The Environmental Health and Safety department has developed a COVID-19 specific health and safety training program. The college will assess the need for additional faculty and staff training related to increased precautions and updated

protocols. The college has also developed communications to faculty, staff, and students to be shared at the start of on-campus instruction and at periodic intervals explaining infection control measures that are being implemented to prevent the spread of the disease. All training, protocols, informational letters and other communications will be provided in languages and formats accessible to the PCC community.

## **Reporting Procedures with Local Public Health Authorities**

In the event that an exposure is reported to PCC officials, PCC Risk Services will contact the local public health authority based on the county where the exposure took place. PCC will then assist to the best of its ability to provide information based on the exposure as well as assist with contact tracing.

### Clackamas County Public Health

Address: 2051 Kaen Rd #367, Oregon City, OR 97045

Phone: (503) 655-8224

Report an illness via email: [PH-CommunicationsTeam@clackamas.us](mailto:PH-CommunicationsTeam@clackamas.us)

Website: <https://www.clackamas.us/publichealth>

### Columbia County Health Services

Address: 2370 Gable Rd, St Helens, OR 97051

Phone: (503) 397-7247

Email: [health@columbiacountyOR.gov](mailto:health@columbiacountyOR.gov)

Website: <https://www.columbiacountyor.gov/departments/PublicHealth>

### Multnomah County Health Department

Address: 619 NW 6th Ave, Portland, OR 97204

Phone: (503) 988-3674

Email: [health.dept@multco.us](mailto:health.dept@multco.us)

[schoolplans@multco.us](mailto:schoolplans@multco.us)

### Washington County Department of Health and Human Services

Address: 155 N 1st Ave #160, Hillsboro, OR 97124

Phone: (503) 846-3594

Email: <https://www.co.washington.or.us/FooterContact.cfm?deptid=%206>

[EOC-Liaison@co.washington.or.us](mailto:EOC-Liaison@co.washington.or.us)

### Yamhill County Health and Human Services

Address: 627 NE Evans St, McMinnville, OR 97128

Phone: (503) 434-7525

Email: <https://hhs.co.yamhill.or.us/contact>

[covid@co.yamhill.or.us](mailto:covid@co.yamhill.or.us)

Website: <https://hhs.co.yamhill.or.us/>



## **Hand Hygiene Procedures**

PCC has a [procedure for promoting hand hygiene](#) in order to reduce disease transmission. Everyone must wash their hands with soap and water for at least 20 seconds or use a 60% or higher alcohol-based hand sanitizer prior to the start of activity at PCC locations, or more frequently if needed. Soap and water will be available in all restrooms, and hand sanitizer stations can be found in high use areas such as entrances to buildings and classrooms and other areas, as feasible. Hands must be washed before eating, preparing or serving food, and after using the restroom. Between hand washing, avoid touching your face covering or face mask as much as possible, as it can act as a vector for disease transmission. Signage and other communications will be used to remind all individuals about the utmost importance of physical distancing, hand hygiene and respiratory etiquette.

## **Face Coverings and Personal Protective Equipment (PPE) Procedures**

PCC has a [procedure for face covering](#) during the COVID-19 pandemic in order to help reduce disease transmission.

PCC requires all individuals across all PCC locations to wear face coverings, face masks, or face shields when in PCC owned, leased, or controlled buildings, except when alone in a space (e.g., room with four walls). Face coverings are required outdoors when on PCC property when physical distancing expectations (at least 6 feet apart) cannot be met. Face coverings, face masks, and face shields will be worn in combination with other measures, such as physical distancing and proper hand washing/hygiene. Employees and students must have a face covering or mask in their possession at all times so that it may be put on immediately prior to entering PCC buildings and when in close proximity to other individuals.

More stringent rules for using face coverings and Personal Protective Equipment (PPE) may be required for specific positions or activities per industry standards, laws, or regulations, and should be followed.

PCC will provide face masks or face coverings to employees, students, and visitors who don't bring their own or forget to bring their own and will provide face shields when needed. Employees, students, and visitors may also provide their own face coverings, masks, and shields.

Departments can email Central Distribution Services (CDS) at [stores@pcc.edu](mailto:stores@pcc.edu) to obtain disposable face masks (at no cost) to distribute to anyone who does not bring their own or forgets to bring their own. Departments expecting employees, students, visitors or customers must have face coverings or masks available for those who arrive without one. See a photo and description of the disposable mask currently available by visiting the [CDS Promotional Materials, Supplies, and Forms webpage](#). Employees, students, and visitors who don't bring their own face covering or mask, or forget to bring their own, can obtain one from instructors or managers, or from the Public Safety office. Until you are able to obtain a face-covering and have properly put on your face-covering you are responsible to maintain a minimum of six feet physical distance from everyone.

- “Face Covering” means a cloth, paper or disposable face covering that covers the nose and the mouth.
- “Face Shield” means a clear plastic shield that covers the forehead, extends below the chin and wraps around the sides of the face.
- “Masks” reference medical-grade masks commonly used in clinical settings. Given national shortages, these are largely preserved for medical workers, first responders and other high-risk settings to protect critical workers.

For more information about PPE, review [Chapter 12 of the Health & Safety Manual](#) published by the PCC Environmental Health & Safety Department.

## **Cleaning Procedures**

PCC has implemented measures to limit the spread of COVID-19 within PCC buildings and facilities, such as enhanced cleaning and disinfecting procedures especially for common touchpoint surfaces.

For all general instruction offered courses, facilities will be cleaned and disinfected frequently, generally at least daily when there is activity, to prevent transmission of the virus from surfaces.

For settings with higher risk of spread, such as laboratories, computer labs, music/performance classes, studios, and locker rooms, enhanced cleaning measures will be implemented as feasible.

For all instruction and assessment in fields leading to certificates and degrees in the health professions, enhanced cleaning will be performed before and after each session for laboratory instruction or demonstration of clinical skills without physical contact, and for standardized patient simulations or laboratory instruction in close quarters or practicing clinical skills with physical contact.

For preceptorships, observerships, and direct patient care, cleaning and disinfecting will be performed per the facility's protocols.

PCC Facilities Management Services (FMS) has procedures for cleaning, sanitizing, and disinfecting surfaces during the COVID pandemic that are available upon request. Areas where a symptomatic person attended class or works will be cleaned according to the FMS procedures. If you need additional cleaning and/or sanitation supplies for your area, please contact FMS at (971)722-4800 or send an email to [src@pcc.edu](mailto:src@pcc.edu).

Ongoing training is provided to custodial staff on cleaning protocols and COVID-19 safety requirements.

## **Physical Distancing**

PCC has a [procedure to assist with physical distancing](#) to reduce disease transmission.

In accordance with OHA and HECC requirements, PCC students, employees and visitors are required to maintain a distance of six feet or more between individuals to the greatest extent possible.

While at PCC, face-to-face meetings are discouraged and students, faculty and staff should limit where they go on college premises, only visiting places that are absolutely necessary to complete tasks. When collaborating with students and colleagues, those meetings are best conducted using remote tools like a phone call or video conferencing, even if you are both on campus.

## **Preparing PCC Locations**

PCC has a process to ensure that college buildings and rooms are ready to be re-occupied, which includes confirmation of adequate custodial services, environmental and architectural settings, and security controls.

Facilities Management Services (FMS) is implementing recommendations from the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) to reduce potential exposure to the coronavirus by increasing outside air and upgrading filtration as part of building heating, ventilation and air conditioning (HVAC) systems. Windows are to be opened where feasible to reduce recirculation of air and transmission of airborne pathogens. FMS is also following water bureau guidelines for flushing building water systems and ensuring that water quality is safe for building re-occupancy. FMS will consult with PCC's Planning & Capital Construction office as necessary.

In accordance with OHA and HECC requirements for all general instruction offered for courses that lead to a certificate or degree, a minimum of 35 square feet per person will be established when determining room capacity, calculated based only on usable classroom space. In-person classroom instruction will not exceed 50 persons, or greater than 25 persons in counties that are at Baseline or in Phase I.

The physical layout of classrooms will be modified to permit students to maintain at least six feet of distance between one another and the instructor(s). This may include changes to traffic flow, desk or chair arrangements, or maximum capacity. For settings with higher risk of spread, such as laboratories, computer labs, music/performance classes, studios, and locker rooms, enhanced measures such as greater physical distancing, physical barriers (e.g., clear plastic), increased fresh air ventilation, moving outdoors, and enhanced cleaning measures will be implemented, as feasible. Physical barriers will be acceptable instead of, or in addition to, six feet or more of spacing between people.

For all career and technical education instruction offered for credit, in addition to the requirements above, physical layouts of classrooms, labs, and other instructional settings will be modified, as feasible, to permit students to maintain at least six feet of distance between each other and the instructor(s). Where instruction requires instructors and students to work less than six feet from each other, physical barriers or face coverings will be required, and all applicable CDC/OHA guidelines and industry safety standards will be followed.

For all instruction and assessment in fields leading to certificates and degrees in the health professions, the physical layout of classrooms will be modified to permit students to maintain at least six feet of distance between each other and the instructor(s) for laboratory instruction or demonstration of clinical skills without physical contact. For standardized patient simulations or laboratory instruction in close quarters or practicing clinical skills with physical contact, appropriate PPE is required for all personnel that come within six feet of each other.

## **Preceptorships, Observerships and Direct Patient Care**

For preceptorships, observerships, and direct patient care, PCC will:

- Provide mandatory instruction on infection control practices and the appropriate use of personal protective equipment (PPE);
- Confirm that the clinical facilities have the appropriate personal protective equipment (PPE) for their students who are involved in direct patient care within those facilities; and
- Conduct regular symptom monitoring of students.

For these types of learning opportunities, PCC will also instruct students to:

- Strictly adhere to the clinical facility's infection control protocols;
- Follow the facility's occupational health protocols if exposed and/or symptoms develop, including immediate exclusion from all patient care, testing for SARS-CoV-2, and mandatory reporting; and
- Perform cleaning and disinfecting per the facility's protocols.

## **Research Activities Procedures**

At this time, PCC has no formal research (that meets the Federal definition of research per Institutional Review Board (IRB) standards) that is on-going or normally happens. Rather, college assessment and use of data/studies for internal continuous improvement purposes (i.e. online surveys, etc.) tend to be the nature of research work at the College.

If formal research is initiated, PCC will ensure the following:

- Research offices, labs, core facilities, and field locations shall be modified to ensure appropriate physical distancing, consistent with state and local public health guidelines, and with reduced capacity as/if necessary.
- Human subjects research shall be permitted only if six-foot physical distancing can be maintained or can be completed with minimal physical contact while wearing appropriate PPE and/or use of a physical barrier, and with additional limits to protect vulnerable populations.

## **Residential Living Procedures**

PCC does not have any on-campus or off-campus residential living for students, therefore there are no applicable procedures to submit at this time.

However, if residential services are ever provided, PCC will:

- Take into consideration CDC guidance for shared or congregate housing;
- Not allow more than two students to share a residential dorm room unless alternative housing arrangements are impossible; ensure at least 64 square feet of room space per resident;
- Reduce overall residential density to ensure that colleges/universities maintain sufficient space for the isolation of sick or potentially infected individuals, as necessary;
- Treat roommates/suitemates as family units for cohort isolation and quarantine protocols;
- Configure common spaces to maximize physical distancing;
- Provide enhanced cleaning; and
- Establish plans for the containment and isolation of on-campus cases, including consideration of PPE, food delivery, and bathroom needs.



## **Enforcement and complaint resources**

PCC is committed to help reduce the risk and spread of COVID-19 by following the guidance and direction from the Governor, Oregon Health Authority (OHA), Higher Education Coordinating Commission (HECC), Occupational Safety and Health Administration (OSHA), and the Centers for Disease Control (CDC).

If an individual at a PCC facility is not complying with a COVID-19-related PCC procedure (e.g., not wearing a face covering, not maintaining physical distancing, etc.), any PCC community member may respectfully inform the individual of the procedure, ask them to comply and assist them if needed to obtain a face covering, use a sanitation station for handwashing or hand sanitizer, etc. Such interactions should not become confrontational. Some individuals may have functional needs that prevent them from complying. These individuals may be working with PCC as part of the reasonable accommodation process.

When an individual chooses not to comply with COVID-19 related protocols and administrative procedures after being informed of the procedure and given an opportunity to request a reasonable accommodation, PCC will follow the same procedure for any violation of PCC policies and procedures. Employees who refuse to comply are subject to disciplinary action in accordance with [the PCC Management and Confidential Employee Handbook or applicable collective bargaining agreement](#). Students who refuse to comply may face disciplinary action based on the [PCC Student Code of Conduct](#).

Individuals who engage in harassing, discriminatory, bullying or retaliatory behavior toward those not complying with PCC COVID-19 health and safety procedures and protocols may be subject to investigation and sanction under other applicable PCC employee and/or student policies. In some cities around the world and locally in Oregon, there has been a xenophobic reaction to COVID-19, directly associating the virus with community members who are perceived to come from China or regions near Asia. PCC stands with members from all affected communities, and students of all races, ethnicities and backgrounds. There is no single profile for those who have been exposed to COVID-19. Xenophobia has no place in our community. Discrimination or bullying of any kind is not in line with PCC values and will not be condoned or tolerated. A community member who experiences discrimination in any form is encouraged to report the incident immediately to the College, enabling appropriate team members to initiate follow-up, harm mitigation and resource referral.

Contact your supervisor, faculty member, or Public Safety if a person does not comply with a respectful request to follow the procedure.

- Public Safety Emergency: 971-722-4444
- Public Safety Non-emergency: 971-722-4902

Submit concerns, complaints and questions regarding COVID-19 health and safety matters to [covidquestions@pcc.edu](mailto:covidquestions@pcc.edu). Complaints will be sent to the appropriate areas of the college to ensure they are handled with care.

## **Accommodations**

If an individual has a medical or disability-related reason for not being able to meet COVID-19 health and safety protocols and administrative procedures they should contact [disability.services@pcc.edu](mailto:disability.services@pcc.edu) (students) or [Maria.Mendez7@pcc.edu](mailto:Maria.Mendez7@pcc.edu) in Human Resources (employees and individuals who are not students) to [request a reasonable accommodation](#) prior to visiting a PCC facility. Individuals are highly encouraged to seek accommodations if necessary, before entering a PCC facility.

If an individual, in good faith, states that they are aware of the protocols and administrative procedures and meet the requirements for a disability-related accommodation, they should not have their access or participation in PCC's programs, activities, or services limited (or denied) based on not complying with COVID-19-related protocols and administrative procedures. Individuals who have previously been determined not to have a medical or disability-related reason for not complying with COVID-19-related protocols and administrative procedures must follow all applicable protocols and procedures.

PCC is required to permit remote instruction/telework or make other reasonable accommodations for students and employees who are at higher risk for severe illness from COVID-19. Each situation will be evaluated individually to determine how a reasonable accommodation can be made, and whether it has to be made in person or whether it could be done remotely.

### **PCC COVID-19 Compliance Officer**

PCC has named its Environmental Health and Safety Manager to serve as the PCC COVID-19 Compliance Officer to supervise the implementation and enforcement of the Oregon Health Authority (OHA) and Higher Education Coordinating Commission (HECC) COVID-19 health and safety standards, this COVID-19 health and safety operational plan, and such other related guidance as the HECC may promulgate.

## **Communicable Disease Management Plan**

### **ANNEX – N: COMMUNICABLE DISEASE PLAN (PUBLIC HEALTH CRISIS/EPIDEMIC/PANDEMIC)**



Created: 6/1/2020

Revised:

Revised:

## COMMUNICABLE DISEASE PLAN

### Purpose

To provide general and basic guidelines for responding to, and management of, a large-scale public health emergency or potential exposure, an incident causing multiple injuries/illnesses or any hazard that could negatively impact the health of a large population at or around the college. For the purposes of emergency management of college related events, public health emergencies will also include epidemics, pandemics and mental health care following a large-scale medical emergency.

This annex does not apply for singular medical emergencies and non-emergencies. For these, existing policies should be utilized.

This annex may be activated for any public health crisis, epidemic or pandemic, or following a briefing from a local, state, federal, or global public health authority and/or safety authority. Consideration for activation includes:

- ☐ A health emergency has a high potential to directly impact the college community.
- ☐ A health emergency will cause closure or isolation of college property for an extended period of time.
- ☐ A confirmed communicable disease alert, food-borne illness or bio-terror attack in the areas served by the college.
- ☐ A national or regional alert status has been upgraded due to a health or medical emergency.

### Goals

Goal 1 (before): Keep the college community safe from health crises, such as communicable diseases and pandemics

Goal 2 (during): Ensure the health and safety of the college community and prevent the spread of the threat

Goal 3 (after): Provide appropriate aftercare to all in need and take action to prevent future crises

### Objectives

Objective 1.1: Monitor local, national and worldwide health crises and establish an action plan to address the potential for the crisis should it reach the college

Objective 1.2: Inform the college community of imminent threats; provide information regarding how to prevent or minimize exposure; train everyone on how to address threats if and when one happens

Objective 2.1: Ensure that everyone affected is provided prompt and appropriate medical care and take action to minimize the spread of the threat

Objective 2.2: Take action to support the continued performance of essential college functions

Objective 2.3: Develop a Point of Dispensing (POD) plan to distribute medications, vaccines, etc. in the event of a public health crisis

Objective 3.1: Ensure appropriate aftercare and support services are available to all in need

Objective 3.2: Review the event and response capabilities with onsite staff and outside partners (i.e. county, state, Centers for Disease Control (CDC), etc.)

Objective 3.3: Develop a plan of action to prevent a similar occurrence in the future

### **Course of Action**

Due to the transiency of the college population, a variety of medical and health emergencies can affect the college community. These include clusters of communicable disease, including, but not limited to, pandemic flu, influenza-like illness, gastrointestinal illness, food-borne illness, meningitis, tuberculosis, or any other reportable communicable disease (excluding sexually transmitted disease).

- ☐ County Health Departments are responsible for assessment, surveillance and clinical triage.
- ☐ In managing a large-scale emergency, PCC will cooperate with and take direction from local, state and/or federal public health agencies.
- ☐ Medical: Anyone can report a medical emergency to 9-1-1.
- ☐ Health-Related Exposure: Anyone can report a potential health-related exposure to Risk Services. Exposure may include, but is not limited to, direct contact with hazardous agents, ingestion of contaminated food, or suspected release of biological agents in the geographical area of any PCC location. Beyond initial reporting, PCC will rely primarily on the expertise of local, state and/or federal public health agencies for large-scale medical emergencies. Risk Services will consult with Environmental Health and Safety (EH&S) as needed.
- ☐ Mental Health Monitoring: If the Emergency Operations Center (EOC) determines that the nature of the incident may result in mental health issues for responders, staff or students, then it can request mental health monitoring or crisis counseling. The EOC will work with PCC departments (Counseling Services and Human Resources) for counseling/mental health. There are also local resources such as the American Red Cross that can assist in creating and implementing the mental health monitoring plan.

## **Communicable Disease Management Plan**

There is a potential for students and/or staff to be exposed to an infectious disease from an infectious individual at PCC. This plan addresses what to do in case of an incident involving a potential exposure to an infectious disease. This Annex/Plan will comply with the requirements for a Communicable Disease Management Plan as required by the Oregon Health Authority (OHA) and Oregon Higher Education Coordinating Commission (HECC).

### **Prevention Measures**

PCC students and staff should not report to class or work if they are experiencing symptoms of any communicable disease. Each day, prior to leaving their residence they must self-evaluate for symptoms related to the communicable disease (such as):

- Cough;
- Fever or chills;
- Shortness of breath or difficulty breathing;
- Muscle pain;
- Sore throat;
- New loss of sense of smell or taste;
- Headache;
- Diarrhea;
- Nausea;
- Vomiting;
- Runny nose;
- Congestion.

**\*\*NOTE:** The above symptoms are common for communicable diseases, but they are also non-specific. If there is a known reason for these (e.g. seasonal allergy) that is not due to the communicable disease, it is acceptable to report to class or work.

If you are symptomatic, please stay home and contact your primary care provider for further assessment and testing options.

### **Contact by the Health Department**

Students and staff who've been contacted by the State or Local Health Department and have been instructed to quarantine or isolate because they have been exposed to a communicable disease, must not report to class or work. They should follow the quarantine instructions given by the Health Department.

## **Confidentiality**

It will be necessary to provide names and contact information to PCC staff involved with managing communicable disease incidents as well as to local and/or state public health agencies. The minimum information necessary to ensure public health will be shared internally and with local and/or state public health agencies.

Students, faculty and staff who are involved in a communicable disease incident *must understand* that they *cannot* divulge any personally identifiable information (PII), including personal health information (PHI), about anyone unless part of a public health investigation.

Similarly, local and/or state public health agencies cannot share PII or PHI with the college unless it is critical to their investigation.

Students, faculty and staff should not ask fellow classmates or employees about the status of any individual.

## **When a person is visibly symptomatic or is reporting symptoms**

If a person has observable or reports communicable disease symptoms, immediately isolate the person from the area. Methods include:

- Having them put on a face covering;
- Stepping outdoors, if possible, and remain at least 6 feet from others;
- Moving to an unoccupied indoor area and remaining at least 6 feet from others.
- After initially isolating them, inform them that they must go to their place of residence (place where the person can recover, self-isolate, etc.)
  - Contact Risk Services at 971-722-2869 or risk@pcc.edu to let them know you had a person who was visibly ill.
  - Provide a contact number so Risk Services can call you back for additional details.

## **Other people in the symptomatic person's classroom or work area**

From a practical standpoint, if a person reports or has visible communicable disease symptoms while at school or work, classmates and colleagues are not likely going to be able to concentrate on work. Classmates and colleagues will be allowed to leave.

## **Information provided to students and staff**

All students and employees will be provided information on symptoms and protective measures in the event that a communicable disease outbreak occurs. The notification may be by direct email, texting, posting to the college website, or other platforms.



The *symptomatic* person will be advised to follow up with their health care provider or the county health department.

*Classmates and colleagues* will also be advised that they should contact their provider or county health department if they develop communicable disease symptoms or have any questions related to their health.

#### **Notification of Public Health (See contact information above)**

Immediately, the symptomatic person's supervisor or instructor (as appropriate) will contact Risk Services or Public Safety to report the incident. The supervisor/instructor will be asked for the students/employee names and as much contact information (e.g. phone numbers) they have about the symptomatic person and others in the area.

Risk Services will contact the health department in the county where the incident took place and provide them as much information as they have on the incident, including the names and contact information for the symptomatic person and other individuals.

Risk Services and Community Engagement will consult with the county health department on follow up actions PCC should take. These may include cleaning, sanitizing, and disinfecting impacted areas and closing parts or all of a PCC location.

#### **Cleaning affected areas**

PCC Facilities Management Services (FMS) has procedures for cleaning, sanitizing, and disinfecting surfaces during a communicable disease outbreak. Areas where symptomatic persons attended class or work will be cleaned according to FMS procedures.

#### **Isolation and quarantine of affected persons**

A person who has observable or reports communicable disease symptoms *is not necessarily infected*. A diagnosis will require a medical evaluation. Nonetheless, PCC will exercise an abundance of caution.

The *symptomatic person* will be provided information on how to self-isolate as if they are infected. They should follow this advice until advised otherwise by their own health care provider or county health department.

Classmates and colleagues will be provided information on how to quarantine as if they were in close-contact with a known infected person. They should follow this advice until advised otherwise by their own health care provider or county health department.

### **Duration of isolation or quarantine**

The duration of isolation and/or quarantine will be dependent upon the type of pathogen and the recommendations by public health.

For the *symptomatic* person:

- If you have a positive communicable disease test, you should remain at your place of residence for *at least* 10 days after illness onset *and* 24 hours after fever is gone, without use of fever reducing medicine, *and* other symptoms are improving.
- If you have a negative test (and if you have multiple tests, all tests are negative), you should remain at your place of residence until 72 hours after fever is gone, without use of fever reducing medicine, *and* other symptoms are improving.
- If you did not undergo testing, you also should also remain at your place of residence for at least 10 days after illness onset *and* until 24 hours after fever is gone, without use of fever reducing medicine, *and* other symptoms are improving.

For *classmates and colleagues*:

- You should quarantine yourself for 14 days after your last contact with a confirmed or presumptive case. You should seek testing should symptoms develop.

### **Contact tracing and case investigation**

In some cases, the local public health department (LPHD) will need to perform contact tracing when there are reports of confirmed, presumed, or suspected communicable disease cases associated with PCC. The LPHD will conduct the tracing according to their guidelines.

When requested by the LPHD, PCC will assist LPHD in contact tracing by providing the LPHD with the names and contact information of potentially exposed individuals when asked for by the LPHD.

PCC will utilize class registration information and employee workplace assignments to assist the LPHD in their contact tracing and case investigation.

### **College public health messaging**

PCC will utilize multiple platforms to provide public health messaging to students and staff. These may include, as appropriate: The PCC-public website; myPCC; email; and text alerts.

## **Organizations Responsible for Providing Disaster/Emergency Health and Medical Services**

### **County Health Departments**

Multnomah County Health Department  
Address: 619 NW 6th Ave, Portland, OR 97204  
Phone: 211  
Phone: (503) 988-3674  
Email: [health.dept@multco.us](mailto:health.dept@multco.us)  
Website: <https://multco.us/health>

Multnomah County Emergency Operations Center Liaison for Schools and Colleges  
Phone: (503) 988-0061

Washington County Department of Health and Human Services  
Address: 155 N 1st Ave #160, Hillsboro, OR 97124  
Phone: (503) 846-3594  
Email: <https://www.co.washington.or.us/FooterContact.cfm?deptid=%206EOC-Liaison@co.washington.or.us>  
Website: <https://www.co.washington.or.us/HHS/>

Yamhill County Health and Human Services  
Address: 627 NE Evans St, McMinnville, OR 97128  
Phone: (503) 434-7525  
Email: <https://hhs.co.yamhill.or.us/contact>  
Website: <https://hhs.co.yamhill.or.us/>

Clackamas County Public Health  
Address: 2051 Kaen Rd #367, Oregon City, OR 97045  
Phone: (503) 655-8224  
Report an illness via email: [PH-CommunicationsTeam@clackamas.us](mailto:PH-CommunicationsTeam@clackamas.us)  
Website: <https://www.clackamas.us/publichealth>

Columbia County Health Services  
Address: 2370 Gable Rd, St Helens, OR 97051  
Phone: (503) 397-7247  
Email: [health@columbiacountyOR.gov](mailto:health@columbiacountyOR.gov)  
Website: <https://www.columbiacountyor.gov/departments/PublicHealth>

### **Oregon Health Authority**

Address: 500 Summer Street, NE, E-20 Salem, OR 97301-1097  
Phone: (503) 947-2340  
Website: <https://www.oregon.gov/oha/pages/index.aspx>

### **Centers for Disease Control and Prevention**

1600 Clifton Rd  
Atlanta, GA 30333

800-CDC-INFO  
(800-232-4636)  
TTY: (888) 232-6348  
Email: [cdcinfo@cdc.gov](mailto:cdcinfo@cdc.gov)  
[www.cdc.gov](http://www.cdc.gov)

**Organization Responsible for Arranging Crisis Counseling for Emergency Workers**

American Red Cross Northwest Oregon Chapter  
Address: 3131 N. Vancouver Ave. Portland, OR 97227  
Phone: (503) 284-1234  
Website: <https://www.redcross.org/local/oregon/about-us/locations/northwest-oregon-chapter.html>

**Department Responsible for Providing Post-Incident Mental Health Care**

PCC Counseling (for students)  
(971) 722-8153  
<http://www.pcc.edu/counseling>  
Human Resources (for employees)  
(971) 722-5872

**Annex Maintenance**

All annexes must be reviewed and updated a minimum of once each year. All reviews and updates must be approved by the Emergency Manager prior to posting.

## **Submissions**

This *Portland Community College COVID-19 Health and Safety Operational Plan* was approved by the PCC Board of Directors and submitted to the agencies listed below:

### **Portland Community College**

This plan was adopted on August 20, 2020 by the PCC Board of Directors with Resolution 21-xxx.

### **Local Public Health Authorities**

- Clackamas County Public Health, submitted electronically to [PH-CommunicationsTeam@clackamas.us](mailto:PH-CommunicationsTeam@clackamas.us) on August 21, 2020
- Columbia County Public Health, submitted electronically to [health@columbiacountyOR.gov](mailto:health@columbiacountyOR.gov) on August 21, 2020
- Multnomah County Public Health, submitted electronically to [schoolplans@multco.us](mailto:schoolplans@multco.us) on August 21, 2020
- Washington County Public Health, submitted electronically to [EOC-Liaison@co.washington.or.us](mailto:EOC-Liaison@co.washington.or.us) on August 21, 2020
- Yamhill County Public Health, submitted electronically to [covid@co.yamhill.or.us](mailto:covid@co.yamhill.or.us) on August 21, 2020

### **Higher Education Coordinating Commission**

- HECC, submitted electronically to Karen Lynne Howard ([Karen.lynne.howard@HECC.OREGON.GOV](mailto:Karen.lynne.howard@HECC.OREGON.GOV)) on August 21, 2020

# Board of Directors Goals 2019-2020

## **Diversity, Equity and Inclusion**

Strategic Goal: Ensure that the Board of Directors and the President both advance Diversity, Equity and Inclusion in measurable and strategic ways.

- PCC increases the recruitment, hiring and retention of employees of color.
- PCC increases the awarding of contracts to MWESB companies.
- The PCC Board of Directors will establish and implement a way of including DE & I into the policy making process and other key board functions.

## **Equitable Student Success**

Strategic Goal: The board holds itself and the college president accountable for improving equitable student success.

- PCC improves access, retention, and completion rates for all students and reduces and then eliminates disparities in these rates for low-income students and students of color.
- Board members utilize personal and professional networks to establish new strategic partnerships that bring new resources to the goal of improving outcomes for students (e.g., resources that address student housing and food insecurity, the PCC Campaign for Opportunity, etc.)

## **Mission Fulfillment**

Strategic Goal: Through the development of policy, a strong relationship with the college president and effective public advocacy, ensure that Portland Community College is well positioned to meet the current and future needs of the communities it serves:

- Engage, at the board level, in the PCC Strategic Planning Process and prepare for the board role in the next accreditation visit.
- Continue to engage in coordinated, strategic advocacy with city, county, regional, state and federal governments.
- Continue strategic oversight of critical college performance through the Audit Committee, dashboard review, budget presentations, evaluation of the president, etc.
- Evaluate the PCC President relative to his work plan.

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The PCC Board of Directors met for a retreat on July 26, 2019. From that meeting a working agreement was established. This is that agreement:

- |  |   |
|--|---|
| • Treat each other with respect          | • Plan agenda thoughtfully              |
| • Listen with an empathic mind and heart | • Be prepared                           |
| • Be honest, act with integrity          | • Create a positive working environment |
| • Call in/Call out                       | • Be aware of impact as well as intent  |
| • Conduct effective meetings             | • Stay true to board goals              |
| • Stay engaged                           | • Reference Legacy Goals in meetings    |
| • Start/Stop on time                     |   |

*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.*