

**Portland Community College
Cascade Campus
Bond Advisory Committee Charter (REVISED)**

Cascade Campus Master Planning

Project Background

Portland Community College (PCC) purchased two acres in the late 1960s and the new Cascade Campus opened in fall 1971. The current campus covers 18.1 acres in the heart of one of Portland's most historic and culturally rich urban communities. Since 1971, the campus has undergone extensive renovation, thanks in large part to voters' support of bond measures across PCC's five-county district (Clackamas, Columbia, Multnomah, Washington and Yamhill).

Most recently, voters approved a \$374 million bond in November 2008, the largest education bond issue in Oregon history. With the local economy struggling since early 2009, improvements at all PCC locations come at a critical time when many unemployed people are changing careers, retraining or upgrading their resumes. As a result, PCC's enrollment in courses for credit is up by 15.2% district-wide and 19.2% for Cascade since 2008.

For Cascade, PCC will be collaborating with its internal and external stakeholders to work through a Master Planning process and select a final plan by September 2011. The Selected Plan will provide a general framework for future campus improvements and property acquisitions. The plan will help improve the visual definition of the campus, and identify and address potential impacts of changes for the campus and surrounding neighborhoods over time. It will also suggest an appropriate timeframe for the development or redevelopment of various areas and buildings and provide a cost analysis for those improvements. To guide this planning process, the College has drafted a Vision Document that promises to stimulate creative collaborative thinking, promote the uniqueness of the Cascade community, encourage the vibrancy of local business districts, enhance the educational experience and improve the quality of the campus climate and its immediate surroundings.

PCC is committed to fully engaging the many internal and external stakeholders in the implementation of its voter-approved campus improvement program for Cascade Campus. Beginning with an internal Stakeholder Working Group, monthly meetings with the Humboldt Neighborhood Association and a Community Assessment conducted in fall 2010, PCC has been actively engaging neighboring community members and campus students, faculty and staff in the early stages of planning and is committed to maintaining stakeholders' participation throughout the planning, design and construction phases.

A critical component of PCC engagement efforts is to convene a Bond Advisory Committee with membership drawn from area residents, business and property owners, libraries, schools, faith-based and non-profit organizations. These individuals have pertinent knowledge or expertise about the neighborhood, local business district, Cascade Campus, alternative transportation modes, architecture and community redevelopment, and representatives of project partners and local organizations.

Mission of the Committee

This Committee will serve as an advisory group to the Campus Executive Committee by providing informed comments, feedback and recommendations on capital improvement, transportation demand measure, parking, property acquisition and sustainability concepts, proposals and options presented by Cascade Campus' internal Strategic Working Group and design team.

The Campus Executive Committee is comprised of administrators from PCC's District Office, Bond Program Office and Cascade Campus.

Scope of the Committee:

1. Share community perspectives, needs and expectations;
2. Provide guidance to the College as it develops a Cascade Master Plan and building options for campus improvements, providing informed and meaningful community feedback on draft alternatives and design concepts that will then help PCC narrow options and refine a preferred alternative(s);
3. Inform the campus architectural effort to ensure that the Campus Vision is adhered to as building design and placement unfolds;
4. Provide recommendations regarding format, venue and best community outreach and input methods to broaden public review opportunities;
5. Assist with information dissemination and broader public engagement by serving as an important liaison with individual member organizations, networks and affiliations.

College Commitment:

1. Ensure that the College's Guiding Principles for stakeholder engagement, including inclusiveness, transparency, integrity of process and opportunity for influence are regarded;
2. Ensure that internal and external stakeholders understand the trade-offs involved in planning, property acquisition, design and construction processes;
3. Incorporate ideas for both enhancing academic programming and environment, as well the quality of the neighborhood and the Killingworth commercial corridor into PCC Cascade's Master Planning and design processes;
4. Create engagement opportunities that are accessible for both external and internal stakeholders to participate -- logistically, time of day, physically and level of understanding;
5. Present planning information and choices in a variety of ways (i.e. translation, graphic and narrative presentation, electronic, hard copy, door-to-door, campus events, questionnaires, surveys, etc.) so that the diversity of stakeholders in the community are able to constructively contribute to the decision-making process;
6. Build campus and community collaborations that both support the bond-funded capital improvements and extend into long-term partnerships and relationships.
7. The Committee Chair will redirect the committee if issues arise that are not within the parameters of the BAC.
8. PCC staff members will point out trade-offs that should be considered by the BAC.

Duration and Number/Frequency of Meeting

The Committee will hold its first meeting on Tuesday, November 30, 2010, from 6:00 pm to 8:00 pm and continue to meet through June 2011. The group will meet monthly in November, December, March, April, May and June, and twice a month in January and February 2011. Each committee meeting will be two hours and scheduled to meet the needs and schedules of committee members. The committee will meet on December 9, 2010 and on January 20 and 27, 2011. Thereafter, the committee will seek to schedule meetings on the 3rd and/or 4th Thursdays of the month. This will be evaluated over time to ensure availability of the majority of members.

Membership:

The Committee has 22 members representing both PCC Cascade Campus and the surrounding neighborhoods and commercial corridors. Committee members were identified and selected following an extensive community assessment conducted in fall 2010. Members include individuals with pertinent knowledge or expertise about the neighborhood, local business district, and Cascade Campus, as well as architecture, alternative transportation modes and community redevelopment. All participants have been selected by name and appointed by the PCC Cascade Campus President and serve as voting members. A roster of committee members is attached to this draft Charter.

To serve as technical resources to Committee members, design team and PCC, the College will also seek involvement from representatives of project partners and local organizations as needed, i.e. TriMet, Portland Development Commission, Bureau of Planning and Sustainable Development, and PPSD.

Organization and Facilitation

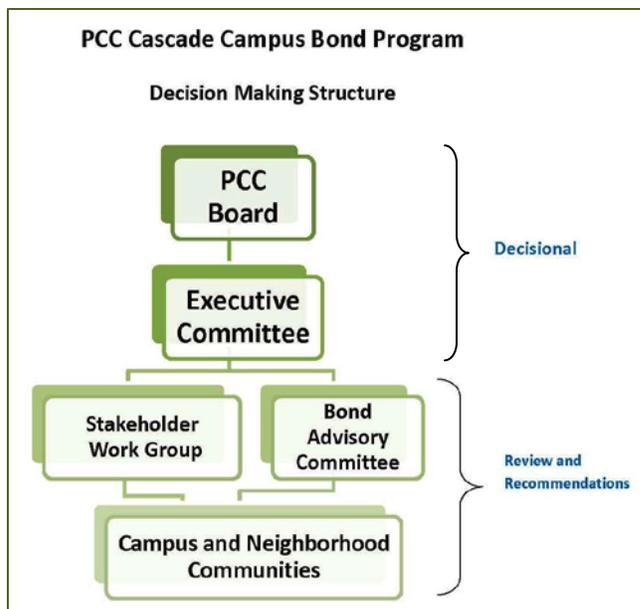
All meetings will be facilitated by a professional facilitator. Cascade Campus President Algie Gatewood will serve as Committee Chair. The facilitator, Committee Chair and Cascade Bond Project Manager will be responsible for helping to ensure that the processes used by the group support development of advice that is responsive to the scope of the Committee.

Meetings will be open to the public and provide a set amount of time at the beginning of each meeting for public comment.

Decision Making Process (Diagram)

The Committee will make every effort to work by consensus in developing recommendations to be forwarded to the Campus Executive Committee.

This Committee represents a diversity of expertise, skills and viewpoints. As such, members are expected to listen and consider both College and neighborhood goals and needs in the planning process. Committee recommendations should represent a broad base of collective wisdom about what will best serve the College and the North Portland community.



Ground Rules

The BAC developed the following draft ground rules to guide future discussions:

- Respect the advisory role of the BAC.
- Share and honor diverse perspectives.
- Work toward the common purpose of the BAC.
- Observe basic civility in our discussions.
- Ensure that BAC members are able to express what is on their minds. Give individual members permission to 'jump in' and make comments.
- Respect all input.
- Be free to ask the facilitator to adjust the discussion process when needed to ensure that all perspectives are heard.
- Remain focused on our purpose and process.
- The Facilitator will redirect the committee if issues arise that are not within the parameters of the BAC.
- Be responsible for what we choose to divulge in the context of a public meeting.
- Use a 'bike rack' (parking lot) to record tangential issues and topics for later discussion with our partners.
- Be open to identifying and inviting other constituents to the table if there is a gap in information or input.
- At the end of each session the Committee will evaluate the meeting.

Roles and Responsibilities of Committee Members:

1. Attend all Committee meetings and other related public activities and advise the Committee Chair or Bond Project Manager one day in advance of meeting absences;
2. Review agenda and meeting information in advance of the meeting;
3. If a Member is a designated community, organization or business representative, that person will keep the entity represented informed of planning issues and activities; and reflecting the position of the entity in discussions and votes of the Committee;
4. Assist PCC project staff in identifying and informing other community stakeholders regarding the planning process and public input opportunities;
5. Advise PCC project staff in refining public outreach events and materials for the broader community.

Meeting Logistics – PCC Responsibilities to Committee Members:

1. PCC will provide meeting agendas to all committee members by email one week in advance of each scheduled meeting;
2. PCC will ensure that agendas provide adequate opportunity for members to ask questions and discuss agenda topics during the meeting;
3. Following each committee meeting, PCC will send a draft meeting summary to all committee members by email within five business days for members to review and comment. A final meeting summary will be emailed to members one week later;
4. PCC will provide dinner and free on-site childcare for committee members at all scheduled meetings;
5. PCC will convene committee meetings in locations that are wheelchair accessible and with easy access for people who walk, bike or use the bus.
6. PCC will publicly advertise all committee meetings on Campus bulletin boards, event calendars, PCC Bond Website and with local newspapers.

Subcommittees:

The Committee may elect to establish ad hoc or standing subcommittees, as needed, to evaluate and make recommendations to the full Committee regarding specific areas of focus or concern.

Media Communication:

Members of the Committee will refrain from communicating their personal perspectives with members of the media. All media inquiries should be directed to Gina Whitehill-Baziuk, PCC Bond Program Stakeholder Engagement Manager (gina.whitehillbaziuk@pcc.edu and 971-977-8417).

This Charter for the PCC Cascade Bond Advisory Committee named above is hereby approved.

Algie Gatewood
President, Cascade Campus
Portland Community College

Date

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