



**Portland
Community
College**

Board of Directors

AGENDA

July 17, 2013

PLEASE PRINT DOUBLE-SIDED IN SUPPORT OF
BOARD POLICY B707 - SUSTAINABLE USE OF RESOURCES

Vision

Building futures for our Students and Communities

Mission

Portland Community College advances the region's long-term vitality by delivering accessible, quality education to support the academic, professional, and personal development of the diverse students and communities we serve.

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 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

Goals

Access: Access to learning opportunities will be expanded through the cultivation of community and business partnerships.

Diversity: Lifelong learning opportunities will be accessible to all and enriched by the diversity of our students, faculty and staff.

Quality Education: Educational excellence will be supported through assessment of learning and practicing continuous improvement and innovation in all that we do.

Student Success: Outstanding teaching, student development programs and support services will provide the foundation for student skill development, degree completion and university transfer.

Economic, Workforce, and Community Development: Training provided to individuals, community and business partners will be aligned and coordinated with local economic, educational and workforce needs.

Sustainability: Effective use and development of college and community resources (human, capital and technological) will contribute to the social, financial and environmental well-being of communities served.

BUSINESS MEETING AND WORK SESSION
July 17, 2013
DOWNTOWN CENTER, ROSE ROOM
BOARD OF DIRECTORS
PORTLAND COMMUNITY COLLEGE
12000 S.W. 49th Avenue
Portland, Oregon

AGENDA

- 8:00 AM **Breakfast**
- 8:15 AM **Call to Order**
- Introductions
 - Approval of Minutes – June 20, 2013
 - Approval of Agenda
- 8:25 AM **Swearing In of Elected Officials**
- Swear in Board Members
 - Elect Chair and Vice Chair
 - Swear in Chair and Vice Chair
- 8:35 AM **Executive Session** - in accordance with ORS 192.660 (2), (a) Employment of a Public Official, (d) Labor Negotiation, (e)-Real Property Transactions, (f) Information Exempt from Public Disclosure (Attorney-Client Privilege), and (h) Litigation
- 9:35 AM **Break**
- 9:50 AM **Business Session**

Consent Agenda: (All items will be approved by consent agenda unless an item is withdrawn by request of a member of the Board.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

<u>PERSONNEL</u>	<u>Page</u>
14-001 Approval of Personnel Actions – Jul 17, 2013.....	271
Academic Professional Appointments:	
Christine Stedman Bailey, PCC Prep Outreach/Intake Coordinator, Office of the Dean of Instruction and Student Development, Southeast/Extended Learning Campus, Temporary	
Phyllis Petteys, Accessibility Specialist, Academic and Student Affairs	
Lindy Wortman, Academic Advising Specialist Office of the Dean of Student Development, Sylvania Campus, Temporary Job Share	
Administrative Appointments:	
Marc Aubertin, Accounts Receivable Manager, Administrative Services, Temporary	

Jonathan Marchetta, Interim Facilities Services
Management Director, Administrative Services,
Temporary
Erin Stanforth, Sustainability Manager, Administrative
Services

Retirees:

14-002	Commendation of Retiring Employee – Joann Albrecht	274
14-003	Commendation of Retiring Employee – Kathleen Johnson	275

PERSONNEL CONTRACTS

14-004	Ratification of Amendments to Collective Bargaining Agreement Between Portland Community College and Portland Community College Federation of Classified Employees for July 1, 2013 to June 30, 2015.....	276
14-005	Ratification of Amendments to Collective Bargaining Agreement Between Portland Community College and Portland Community College Faculty/Academic Professional Federation for September 1, 2013 to August 31, 2015	278
14-006	Board Resolution for Management and Confidential Salary and Benefit Adjustments for FY 2013-14	280
14-007	Board Resolution for Executive Officer Compensation and Benefit Adjustments for FY 2013-14	282

BIDS/CONTRACTS

14-008	Authorization for O'Neill/Walsh Community Builders to Provide Required Portland Bureau of Transportation (PBOT) Off Site Construction Services for the Southeast Center Bond Construction Project	284
14-009	Authorization for THA Architecture, Inc. to Continue to Provide Design Architectural Services for the Cascade Campus 2008 Bond Program	286
14-010	Accept Proposal and Award Contract for Metropolitan Area Network Connectivity, Local Exchange, Carrier Services, and Internet Connectivity and Service.....	287

BOARD

14-011	Approve Resolution to Support Nonprofit Low-Income Housing Property-Tax Exemption in the City Of Beaverton, Oregon In Accordance With ORS 307.540 to 307.548.....	289
14-012	Apply to the State Board of Education for Approval of the Certificate in Lactation Consultant for Portland Community College	291

14-013 Apply to the State Board of Education for Approval of
the Certificate in Lactation Education for Portland
Community College 292

- 10:00 AM **Adjourn Business Meeting and Convene Work Session**
- 10:00 AM Fiduciary Responsibilities for Board Members
 Jeffery Condit, Miller Nash
- 10:30 AM Completion Investment Council
 Dr. Christine Chairsell, Vice President, Academic and Student
 Affairs
- 11:00 AM Legislative Updates
 Rob Wagner, Director, Government Relations
- 11:30 AM Building Naming Opportunities
- 12:00 PM **Lunch**
 • **Rock Bottom Brewery**
- 1:00 PM Board Leadership Goals
 • Board Summary
 • Review of Board Goals and Role
- 2:30 PM OCCA/OPC
- 2:45 PM Presidential Transition
- 3:05 PM **Break**
- 3:15 PM Processes for Strategic Planning
- 4:15 PM President and Board Expectations
- 4:45 PM **Adjournment**

The Board of Directors meetings are held in accordance with open meeting laws and accessibility requirements. If a person with a disability needs assistance in order to attend or participate in a meeting, please notify the PCC Disability Access Services at least 48 hours in advance at (971) 722-4341 (voice) or (503) 246-4072 (TTY). A sign-up sheet for those who wish to offer comments or testimony on any item will be available at the entrance of the meeting room.

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

MINUTES

BOARD OF DIRECTORS BUSINESS SESSION
Southeast Center, Community Hall
June 20, 2013

BOARD ATTENDANCE

Board Members Present:

Chair Denise Frisbee, Vice Chair Deanna Palm, Jim Harper, David Squire

STUDY SESSION

The Board of Directors convened for a study session to discuss technology, OCCA, and the upcoming Board Work Session. Leslie Riester presented the progress and plans that have been happening in Technology Service Solutions. Director Harper led a discussion on the board participation in OCCA. He will be taking on the role of vice chair this year. He feels that the college needs to be more active in OCCA.

EXECUTIVE SESSION

The Board of Directors convened an executive session to discuss in accordance with ORS 192.660 (2), (a) Employment of a Public Official, (d) Labor Negotiation, (e)-Real Property Transactions, (f) Information Exempt from Public Disclosure (Attorney-Client Privilege), and (h) Litigation at 6:45 PM, adjourning at 7:55 PM.

CALL TO ORDER

Chair Frisbee called the business meeting to order at 8:01 pm and invited all present to introduce themselves.

APPROVAL OF THE MINUTES

The May 16, 2013 minutes were approved as published. Harper/Squire

APPROVAL OF THE AGENDA

The agenda was approved as published. Palm/Squire

PUBLIC HEARING

In accordance with ORS 294.456 on the Adoption of the Approved Budget for the 2013-15 biennium that has been certified by the Tax Supervising Conservation Commission (TSCC) on May 21, 2013 and supplemental Budget for the 2011-13 biennium.

2013-15 Approved Budget overview— Dr. Preston Pulliams, President, Wing-Kit Chung, Vice President, Administrative Services, and Jim Langstraat, Associate Vice President, Finance

Dr. Pulliams noted that the budget remained unchanged from the approval of the supplemental budget last month and that it was built on a funding level for the state of \$428 million with a 2% holdback in year two. It also includes a \$6 and \$5 tuition increase for the next two years approved by the Board at the February meeting. The budget was not modified for recent legislation including HB519, which sets the community college funding at \$450 million for the biennium with no 2% holdback. SB822, the PERS Reform, may also affect the budget later. The budget will need to be modified in the future to accommodate these changes. The budget was designed to stop the recent trend of deficient spending. Efforts to achieve a balanced budget include a 4% across the board cut for all campuses and support services, which is about \$7 million per year. If HB5019 is approved by the legislation and signed into law, we will be able to roll back some of the 2nd year tuition increases.

Rob Wagner was called forward to present a brief update on the status of HB5019. Rob reported that it is an endgame process right now. The K-12 budget vote is scheduled for next Wednesday. The base budget passed the House at \$450 million and included \$7.5 million for work force programs. That is up from \$3.4 million, but doesn't fill what was lost on the Workforce Investment Act because of the sequester. There is also \$600,000 for two Skill Centers, including the Margaret Carter Skill Center at Cascade Campus. There should be a Senate vote early next week, with no 2% holdback on HB5019. The capital construction budget is a swirling conversation; we need to keep awareness up with our stakeholders. HB 3232A, which is the OEIB Strategic Investments bill is up for Ways and Means vote, it is a \$27 million budget appropriation, which includes \$8 million for STEM programs. In addition there is \$2.5 million for Aspirations to College Program, which could be a potential source of revenue for targeted strategic initiatives around programs that we have a record of success on. There is also \$3 million for Dual Credit Programs for high school students. HB2152, which expands reporting on staffing ratios, will go to vote tomorrow. Tuition Equity passed with board support. Chair Frisbee and Vice Chair Palm complimented Rob on the job he has done and thanked him for his helpfulness.

2011-13 Supplemental Budget — Jim Langstraat, Vice President, Finance

Mr. Langstraat stated that it is not uncommon for the College to make amendments to the adopted budget due to the uncertainties when budgets are adopted. Items changes for this current biennium (2011-13) that needed to change to reflect the changes since the last supplemental budget for 2011-13 to comply with the Oregon Local Budget Law.

2013-14 Achievement Compacts for PCC — Dr. Christine Chairsell, Vice President, Academic and Student Affairs and Laura Massey, Director, Institutional Effectiveness

Dr. Chairsell reminded the board of last month's report around the Achievement Compact and this month they have the numbers. Ms. Massey noted the greatest anticipated impact is the enrollment decline of 4-5%. This academic year is the first time we have seen a decrease since the start of the recession. Most community colleges in Oregon started seeing a decline last year continuing this year. She briefly

addressed targets that are in the Achievement Compact for this year. Many targets are the same or slight increases. Given that we are anticipating decreases and the majority are simply counts, it is a commitment of the College to keep these targets flat or a slight improvement is showing our support towards the State 40-40-20 goal.

Board Discussion

None

Public Comment

None

INFORMATION SESSIONS

Presentation of Service Award

Chair Denise Frisbee

Chair Frisbee recognized the work of Director Squire at Zone 5 Director since 2007. She presented the outgoing Director with a plaque and a gift from the Board.

Foundation Update

Chris Neilsen, President, PCC Foundation

Mrs. Neilsen updated the group on happening in the Foundation. She presented a slide show of the top achievements of the 2012-2013 year for the Foundation. She also shared the Foundation board goals for the upcoming year.

EAC Update

Sylvia Gray, Peter Haberman, Marlene Eid; Instructors

Ms. Gray gave the Board Members a report on Educational Advisory Committee and the role the committee serves within the College. There are subcommittees of the EAC, they include: Academic Policies and Standards Committee, Curriculum Committee, Degrees and Certificates, Student Development, and Membership. Ms. Gray went into detail of the tasks and projects that the committee works related to students and instruction. There are also taskforce to address issues that come up that don't necessarily fall to a committee, one such is the ACCEPT (Addressing the Collective Climate and Experience of Part Timers). This group was created to address the number of part-timers at the college and how they can be supported.

Dragonboat Presentation

Keegan Shelton, Student

Ms. Shelton presented the 3rd Place Trophy that the team of PCC students won in the 4th Division for the 2013 Dragon Boat Races. A photo was taken of the presentation.

Executive Leadership Development

Lisa Bledsoe, Director, Human Resources; Linda Blanchette, Staff and Organizational Development; Jeanne Nyquist and Charlene Warnock, Consultants, Innovative Growth Solutions

The group reported on the succession planning work. The group discussed the best practices research and recommendations for the program. A PowerPoint was presented.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS MEETING

Director Ladd proposed approval of Resolutions 13-095 through 13-159. The motion passed unanimously. Harper/Squire

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

Other Reports:

Frank Goulard, President, Faculty and AP Federation

Mr. Goulard thanked Dr. Pulliams and Director Squire for their service to the college. He reported that the term has ended, and summer is gearing up. There are many activities planned for the summer.

Board Reports:

Director Palm thanked Director Squire for his mentorship. Director Harper also commented that he will miss both. Chair Frisbee gave her thanks to them both.

District President Report:

Dr. Pulliams thanked everyone for their support over the last nine years.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:28 pm.

NEXT MEETING

The next business meeting of the Portland Community College Board of Directors will be held on July 17, 2013 at 8:30 AM at the Downtown Center.

Denise Frisbee, Board Chair

Dr. Jeremy Brown, President

Prepared by:

Jeannie Moton, Assistant to Board of Directors

Minutes approved on July 17, 2013

July 17, 2013

14-001

APPROVAL OF PERSONNEL ACTIONS

PREPARED BY: The Human Resources Department Staff

APPROVED BY: Dr. Jeremy Brown, President

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

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

1. Academic Professional Appointment (Temporary)- **Christine Stedman Bailey**

PCC Prep Outreach/Intake Coordinator

Office of the Dean of Instruction and Student Development,
Southeast/Extended Learning Campus

Annual Salary: \$54,480 Grade: 3 Step 10

Effective: June 21, 2013 to June 20, 2014

Education: Portland State University MS 2008
Educational Policy Foundations and Administration
Portland State University BA 2001
Social Science

Most Recent

Experience: Portland Community College
English Tutor (Adjunct)

Applicant Flow: Article 3.64
Recruitment

2. Academic Professional Appointment – **Phyllis Petteys**

Accessibility Specialist

Academic and Student Affairs

Annual Salary: \$52,028 Grade: 5 Step 5

Effective: July 15, 2013

Education: Reed College BA 1986
English Literature

Most Recent

Experience: Portland State University
Assistive Technology Specialist

Applicant Flow: Gender Ethnicity
16 Male 39 White (not of Hispanic Origin)
36 Female 2 Black or African American
3 Not Disclosed 3 Hispanic/Latino
3 Two or More

8	Not Disclosed
55	Total

- 272

6. Administrative Appointment- Erin Stanforth

Sustainability Manager

Administrative Services

Annual Salary: \$53,594 Grade: I

Effective: July 1, 2013

Education: Marylhurst University MBA 2012

Sustainable Business

Appalachian State University BA 2008

Interdisciplinary Studies

Most Recent

Experience: Portland Community College

Sustainable Practices Coordinator

Applicant Flow: Direct

Appointment

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN *July 18, 2013* PERSONNEL REPORT**

Male	2
Female	4
	<hr/>
	6
White (not of Hispanic Origin)	6
	<hr/>
	6

July 17, 2013

14-002

COMMENDATION OF RETIRING EMPLOYEE –
JOANN ALBRECHT

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: JoAnn Albrecht has performed faithfully in her duties as an Office Support Series 5 and Computer Client Support Specialist for Portland Community College since October 14, 1993. She retires effective July 31, 2013.

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

July 17, 2013

14-003

COMMENDATION OF RETIRING EMPLOYEE –
KATHLEEN JOHNSON

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Kathleen Johnson has performed faithfully in her duties as an LRC Tech II, Library Technician and Senior Library Technician for Portland Community College since September 10, 1994. She retires effective June 28, 2013.

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

July 17, 2013

14-004

RATIFICATION OF AMENDMENTS TO COLLECTIVE
BARGAINING AGREEMENT BETWEEN PORTLAND
COMMUNITY COLLEGE AND PORTLAND COMMUNITY
COLLEGE FEDERATION OF CLASSIFIED EMPLOYEES
FOR JULY 1, 2013 TO JUNE 30, 2015

PREPARED BY: Lisa Bledsoe, Director, Human Resources Department

APPROVED BY: Wing-Kit Chung, Vice President, Administrative Services
Dr. Jeremy Brown, President

REPORT: The collective bargaining agreement between the College and the PCC Federation of Classified Employees for the period of July 1, 2011 through June 30, 2015 included a "reopener" provision. The reopener was limited to salary, the College's contribution toward health insurance and a few specific contract articles.

The College and the Federation began meeting in mid-February 2013 and reached a tentative agreement on July 9, 2013. The key provisions of the tentative agreement are:

- 1) The Classified salary schedules shall be increased by 1.5% effective June 21, 2013 and by 1.0% effective June 21, 2014; however,
- 2) If the cost of living cap provision in SB 822 is overturned in litigation and the negative impact to the College budget is more than \$1.5 million in one or both years of the biennium, salaries will be reduced by 1% per year of the following biennium. If the negative impact to the College budget for the biennium is between \$.75 to 1.5 million in one or both years, salaries will be reduced by .5% per year of the following biennium; and
- 3) For each \$10M increase in the Community College Support Fund, (with a ceiling of \$20M), salaries will be increased 0.5% prospectively. For each \$10M decrease in the CCSF, (with a floor of \$20M), salaries will be decreased 0.5% prospectively.

- 4) A lump sum payment of 1.5% of annual salary to be paid on the September 1, 2013 payroll and a lump sum payment of 2.5% of annual salary to be paid on the August 1, 2014 payroll.
- 5) Addition of a step to the top of the salary range to be implemented over two years (one-half step each year).
- 6) Effective with the October 1, 2013 payroll, the monthly maximum College contributions toward employee health insurance (combined medical, prescription drug, vision and dental) shall be as follows:

Employee	\$625
Employee + Spouse	\$1145
Employee + Children	\$1065
Family	\$1350

- 7) Effective with the October 1, 2014 payroll, the monthly maximum College contributions toward employee health insurance (combined medical, prescription drug, vision and dental) shall be as follows:

Employee	\$675
Employee + Spouse	\$1237
Employee + Children	\$1150
Family	\$1458

RECOMMENDATION: That the tentative agreement summarized in the REPORT section be ratified by the Board of Directors

July 17, 2013

14-005

RATIFICATION OF AMENDMENTS TO COLLECTIVE
BARGAINING AGREEMENT BETWEEN PORTLAND
COMMUNITY COLLEGE AND PORTLAND COMMUNITY
COLLEGE FACULTY/ACADEMIC PROFESSIONAL
FEDERATION FOR SEPTEMBER 1, 2013 TO AUGUST 31,
2015

PREPARED BY: Lisa Bledsoe, Director, Human Resources Department

APPROVED BY: Wing-Kit Chung, Vice President, Administrative Services
Dr. Jeremy Brown, President

REPORT: The collective bargaining agreement between the College and the PCC Federation of Faculty and Academic Professionals for the period of September 1, 2011 through August 30, 2015 included a "reopener" provision. The reopener was limited to salary and the College's contribution toward health insurance.

The College and the Federation began meeting in mid-February 2013 and reached a tentative agreement on July 9, 2013. The key provisions of the tentative agreement are:

- 1) The Faculty and Academic Professional salary schedules shall be increased by 1.5% effective, effective August 21, 2013 or first biweekly pay period of Fall term 2013 and by 1.0% effective August 21, 2014 or first biweekly pay period of Fall term 2014; however,
- 2) If the cost of living cap provision in SB 822 is overturned in litigation and the negative impact to the College budget is more than \$1.5 million in one or both years of the biennium, salaries will be reduced by 1% per year of the following biennium. If the negative impact to the College budget for the biennium is between \$.75 to 1.5 million in one or both years, salaries will be reduced by .5% per year of the following biennium; and
- 3) For each \$10M increase in the Community College Support Fund, (with a ceiling of \$20M), salaries will be increased 0.5% prospectively. For each \$10M decrease

in the CCSF, (with a floor of \$20M), salaries will be decreased 0.5% prospectively.

- 4) A lump sum payment of 1.5% of annual salary to be paid effective October 1, 2013 and a lump sum payment of 2.25% of annual salary to be paid effective October 1, 2014.
- 5) Addition of a step to the top of the salary schedule to be implemented over two years (one-half step each year). Elimination of the bottom step of the Full-Time Faculty salary schedule.
- 6) Effective with the October 1, 2013 payroll, the monthly maximum College contributions toward employee health insurance (combined medical, prescription drug, vision and dental) shall be as follows:

Employee	\$625
Employee + Spouse	\$1145
Employee + Children	\$1065
Family	\$1350

- 7) Effective with the October 1, 2014 payroll, the monthly maximum College contributions toward employee health insurance (combined medical, prescription drug, vision and dental) shall be as follows:

Employee	\$675
Employee + Spouse	\$1237
Employee + Children	\$1150
Family	\$1458

RECOMMENDATION: That the tentative agreement summarized in the REPORT section be ratified by the Board of Directors

July 17, 2013

14-006

BOARD RESOLUTION FOR MANAGEMENT AND
CONFIDENTIAL SALARY AND BENEFIT ADJUSTMENTS
FOR FY 2013-14

PREPARED BY: Lisa Bledsoe, Director, Human Resources Department

APPROVED BY: Wing-Kit Chung, Vice President, Administrative Services
Dr. Jeremy Brown, President

REPORT: This resolution adjusts the salary structure for Management and Confidential employees of the College and authorizes a supplemental increase to the base salary of employees whose salary is below the mid-point of their assigned salary grade.

Survey data from multiple sources during the current year has been reviewed. The primary survey data comes from the 2013 Milliman Portland Area Cross Industry Survey (All Industries), the 2013 Milliman Portland Area Cross Industry Survey (Government and Education), and the College and University Professionals Associations-Human Resources (2012-2013 Administrative Compensation). The data from these sources show an average structure adjustment of 2.0% and an average individual incumbent salary adjustment of 2.6%.

RECOMMENDATION: That the Board of Directors approve for FY 2013-2014 the following adjustments:

- An increase of 1.5% to the salary structure; however,
- If the cost of living cap provision in SB 822 is overturned in litigation and the negative impact to the College budget is more than \$1.5 million in one or both years of the biennium, salaries will be reduced by 1% per year of the following biennium. If the negative impact to the College budget for the biennium is between \$.75 to 1.5 million in one or both years, salaries will be reduced by .5% per year of the following biennium; and
- For each \$10M increase in the Community College Support Fund, (with a ceiling of \$20M), salaries will be

increased 0.5% prospectively. For each \$10M decrease in the CCSF, (with a floor of \$20M), salaries will be decreased 0.5% prospectively.

- A one-time, lump sum payment to each individual management and confidential employee equals to 1.5.0% of annual salary.
- A supplemental increase of 2.0% applied to the salaries of each individual management/confidential employee whose salary is below the midpoint of his/her salary grade after salary structure increases have been applied, provided that the supplemental increase does not place the employee's salary above the midpoint of his/her salary grade. In the event that application of the 2.0% supplemental increases places an individual management/confidential employee's salary above the midpoint for his/her salary grade, the employee shall instead receive only the percentage of increase necessary to increase the employee's salary to the midpoint of his/her salary grade.
- All such adjustments to be applied in accordance with Human Resource practice and to be effective as of the first pay period of FY 13-14.
- That the College maximum monthly contributions for health insurance for management and confidential employees be increased based on the employee's elected tier of enrollment as follows:
 - Employee only: \$625;
 - Employee + spouse: \$1145;
 - Employee + child(ren): \$1065;
 - Family: \$1350.
- That the increase on maximum monthly health insurance contributions become effective with the September 2013 pay period (pay date October 1).

July 17, 2013

14-007

BOARD RESOLUTION FOR EXECUTIVE OFFICER
COMPENSATION AND BENEFIT ADJUSTMENTS FOR FY
2013-14

PREPARED BY: Lisa Bledsoe, Director, Human Resources Department

APPROVED BY: Wing-Kit Chung, Vice President, Administrative Services
Dr. Jeremy Brown, College President

REPORT: This resolution is to adjust the compensation packages of the Campus Presidents, the College Vice-President, Vice-President – Academic and Student Affairs and the Vice-President – Administrative Services for FY2013-14.

To maintain consistency with our overall salary structure for management and confidential employees, this resolution requests authority for HR to make a structure adjustment for these Executive Officer positions consistent with the recommendation for Management and Confidential staff.

RECOMMENDATION: That the Board of Directors approve:

- That the salary range for Executive Officers be increased by 1.5% to maintain consistency with the Management and Confidential staff schedule; however,
- If the cost of living cap provision in SB 822 are overturned in litigation and the negative impact to the College budget is more than \$1.5 million in one or both years of the biennium, salaries will be reduced by 1% per year of the following biennium. If the negative impact to the College budget for the biennium is between \$.75 to 1.5 million in one or both years, salaries will be reduced by .5% per year of the following biennium; and
- For each \$10M increase in the Community College Support Fund, (with a ceiling of \$20M), salaries will be increased 0.5% prospectively. For each \$10M decrease in the CCSF, (with a floor of \$20M), salaries will be decreased 0.5% prospectively.
- A one-time lump sum payment to each individual executive officer equal to 1.5% of annual salary;

- Such adjustments to be applied in accordance with Human Resource practice and to be effective as of the first pay period of FY 2012-13.
- That each Executive's other benefits be increased for FY 2012-13 to the same extent as all other managers of the College;
- That the President and Board Chair are authorized to execute the executive contracts reflective of these changes on behalf of the Board, subject to approval as to form by the College's legal counsel.

July 17, 2013

14-008

AUTHORIZATION FOR O'NEILL/WALSH COMMUNITY BUILDERS TO PROVIDE REQUIRED PORTLAND BUREAU OF TRANSPORTATION (PBOT) OFF SITE CONSTRUCTION SERVICES FOR THE SOUTHEAST CENTER BOND CONSTRUCTION PROJECT

PREPARED BY: Kathy Kiaunis, Manager, Bond Finance

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

APPROVED BY: Wing-Kit Chung, Vice President, Administrative Services
Randy McEwen, Vice President
Dr. Jeremy Brown, President

REPORT: With Board Resolution 12-059, the Board of Directors adopted the findings and approved the exemption to authorize the use of the Construction Manager/General Contractor (CM/GC) alternative contracting method for Southeast Center.

After a formal Request for Proposals process, per Resolution 12-075 (\$500,000), the Board awarded the CM/GC contract for the Southeast Center 2008 bond program to O'Neill/Walsh Community Builders. Resolutions to date, including 13-027 (\$26,749,147), 13-059 (\$905,525), 13-066 (\$2,362,460), 13-079 (\$683,613), 13-090 (\$1,100,000), and 13-150 (\$3,897,009) have authorized \$36,197,754 for work including the learning commons, student commons, Legin demolition, Mt Tabor Kitchen, German American Society (GAS) renovations, and a project contingency.

As part of the approval of the Southeast Center improvements, the Portland Bureau of Transportation (PBOT) has required half street improvements to 80th Avenue. Requirements include street widening, paving, landscaping and a sidewalk along one side of the street. Other offsite improvements are required as well around the perimeter of the campus on Division Street, 77th Avenue, and Sherman Street. The guaranteed maximum price (GMP) for the project is \$472,214.

This resolution plus the earlier authorizations total \$36,669,968. Construction is anticipated to be complete for the off site improvements by the end of Summer 2014.

RECOMMENDATION: That the Board of Directors authorize O'Neill/Walsh Community Builders to complete the off site improvements for a total of \$472,214. The funds are from the 2008 Bond Program.

July 17, 2013

14-009

AUTHORIZATION FOR THA ARCHITECTURE, INC. TO
CONTINUE TO PROVIDE DESIGN ARCHITECTURAL
SERVICES FOR THE CASCADE CAMPUS 2008 BOND
PROGRAM

PREPARED BY: Kathy Kiaunis, Manager, Bond Finance

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

APPROVED BY: Wing-Kit Chung, Vice President, Administrative Services
Randy McEwen, Vice President
Dr. Jeremy Brown, President

REPORT: After a formal Request for Proposals process, per Resolution #10-042 on December 3, 2009, the Board awarded the architectural services contract for the Cascade Campus 2008 bond program to THA Architecture, Inc.

To date, Resolutions 10-056 (\$1,080,000), and 12-071 (\$4,384,000), and 13-037 (\$200,000) have authorized \$5,664,000 for master planning through construction documents for the academic building, Student Center, and underground parking. At this time, design will begin on the remaining campus bond projects, including the Cascade library renovation, generator upgrades and improvements to the Student Services Building and Terrell Hall. (Carter Technology Education Building improvements are under a separate contract with an MWESB firm.) The cost of these additional services is estimated at \$770,000. This resolution and the previous resolutions together total \$6,434,000.

RECOMMENDATION: That the Board of Directors authorize THA Architecture, Inc. to provide design services for the Cascade Campus 2008 bond program as noted above, totaling \$6,434,000. The cost for these services will be approximately \$770,000 over the next 9-12 months. Funding is from the 2008 Bond Fund.

July 17, 2013

14-010

ACCEPT PROPOSAL AND AWARD CONTRACT FOR
METROPOLITAN AREA NETWORK CONNECTIVITY,
LOCAL EXCHANGE, CARRIER SERVICES, AND
INTERNET CONNECTIVITY AND SERVICE

PREPARED BY: Jordan Petrusich, Buyer/Contract Specialist

FINANCIAL
RESPONSIBILITY: Leslie Riester, Associate Vice President, Technology
Solution Services

APPROVED BY: Wing-Kit Chung, Vice President, Administrative Services
Dr. Jeremy Brown, President

REPORT: The College has a need to install and support products and services that are necessary to provide voice, data and video network, incoming and out-going video, and voice and data ISP service for all three (3) campuses, eight (8) centers, and four (4) sites. The estimated cost for these services will exceed the \$150,000 threshold, which requires a formal solicitation process, Request for Proposal (RFP).

On May 10, 2013, the RFP was released and made available to all interested vendors. The RFP was advertised in the Daily Journal of Commerce, State of Oregon ORPIN vendor system and the PCC Solicitation website. A total of fifteen (15) vendors registered and received a copy of the RFP.

At the proposal submission closing time of 2:00 PM on June 6, 2013, the College received a total of four (4) proposals. The committee members consisting of TSS support staff evaluated all proposals based on the following criteria: functionality, cost, performance, vendor qualifications, support services, responsiveness and partnerships. After reviewing the proposals, the committee selected two (2) proposals for further evaluation which included questions specific to their products. Below is a list of the selected two (2) proposers and their final evaluation scores. The award was made for the proposal with the highest total evaluation score.

Evaluation scores:

Proposers	Evaluation Score
TW Telecom	174
Integra	173

Note: None of the vendors who submitted proposals were MWESB firms.

After careful review the committee recommended awarding the contract to TW Telecom.

RECOMMENDATION: That the Board of Directors accept the proposal and award the contract to TW Telecom. The contract will be valid for five (5) years. The contract amount is not to exceed \$5,500,000.00 for the entire five (5) year term of the contract. Funding will be provided from the General fund.

July 17, 2013

14-011

APPROVE RESOLUTION TO SUPPORT NONPROFIT
LOW-INCOME HOUSING PROPERTY-TAX
EXEMPTION IN THE CITY OF BEAVERTON, OREGON
IN ACCORDANCE WITH ORS 307.540 TO 307.548

PREPARED BY: Wing-Kit Chung, Vice President, Administrative Services

FINANCIAL
RESPONSIBILITY: Jim Langstraat, Associate Vice President, Financial
Services

APPROVED BY: Dr. Jeremy Brown, President

REPORT: The City of Beaverton is in the process of establishing and adopting a streamlined tax exemption policy that will improve the long-term financial stability of nonprofit low-income housing providers serving low-income working families in the City of Beaverton. The program would permit 501(c) (3) and (4) nonprofit housing providers serving residents earning 60 percent or less of the median income to apply for an annual, renewable property tax exemption.

As with other types of tax incentive systems or programs in Oregon, such as Urban Renewal and Enterprise Zones, this program will impact the College by diverting a small portion of College's property tax collection to the program. Throughout the last few years whenever this type of requests came to the College, staff shared with the Board their concerns about all these small cuts could add up to impact the College significantly. In addition, due to our small share of the property tax collection in all the jurisdictions that are in the College district, the College's influence on the matter at hand is very minimal. Staff needs to evaluate any such request on a case by case basis and be vigilant in assessing the cumulative effects on all these requests before making any recommendations to the Board.

In this particular case from the City of Beaverton, staff has worked with the City of Beaverton and determined that the financial impact of this tax exemption to the College is estimated to be approximately \$3,600 in lost property tax collections in the first year of

implementation, assuming all eligible property owners apply and are approved for a property-tax exemption as authorized in ORS 307.540 through 307.548. In ten years, the impact would grow to about \$8,500 using the same assumptions. Since the impact is determined to be minimal, both in the short and long term, staff recommends the Board support this program by the City of Beaverton.

RECOMMENDATION: That the Board approve this resolution in support of the use of exemptions from College-assessed property taxes on the value of certain properties that qualify for property administered by the City of Beaverton in the non-profit corporation low-income housing program authorized under ORS 307.540 through 307.548.

ATTEST:

APPROVED:

Dr. Jeremy Brown
President

Denise Frisbee
Chair, Board of Directors

July 17, 2013

14-012

APPLY TO THE STATE BOARD OF EDUCATION FOR
APPROVAL OF THE CERTIFICATE IN LACTATION
CONSULTANT FOR PORTLAND COMMUNITY
COLLEGE

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

FINANCIAL
RESPONSIBILITY: Karen Sanders, Division Dean, Business, Applied Technology and College Preparation, Portland Community College

APPROVED BY: Dr. Christine Chairsell, Vice President, Academic and Student Affairs
Dr. Jeremy Brown, President

REPORT: The proposed Certificate in Lactation Consultant prepares students to become an International Board Certified Lactation Consultant (IBCLC). The 27-credit certificate includes the lactation specific education (9 credits), and 300 hours of supervised clinical experience. At the completion of their coursework students can take the IBCLC certification exam and will be prepared for employment in health care institutions, private practice and public health settings assisting new mothers and infants. The development of this certificate is a collaboration between CLIMB, Center for Advancement and Health faculty.

RECOMMENDATION: That the College be authorized to submit an application to the Oregon State Board of Education for the Certificate in Lactation Consultant for Portland Community College

July 17, 2013

14-013

APPLY TO THE STATE BOARD OF EDUCATION FOR
APPROVAL OF THE CERTIFICATE IN LACTATION
EDUCATION FOR PORTLAND COMMUNITY COLLEGE

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

FINANCIAL
RESPONSIBILITY: Karen Sanders, Division Dean, Business, Applied Technology and College Preparation, Portland Community College

APPROVED BY: Dr. Christine Chairsell, Vice President, Academic and Student Affairs
Dr. Jeremy Brown, President

REPORT: The proposed Certificate in Lactation Education prepares students to become an International Board Certified Lactation Consultant (IBCLC). The 13-credit certificate is designed for healthcare providers who have completed their supervised clinical practice while on the job. The short-term certificate provides the lactation specific education (9 credits), required to take the IBCLC certification exam. At the completion of their coursework students can take the IBCLC certification exam and will be prepared for employment in health care institutions, private practice and public health settings assisting new mothers and infants. The development of this certificate is a collaboration between CLIMB, Center for Advancement and Health faculty.

RECOMMENDATION: That the College be authorized to submit an application to the Oregon State Board of Education for the Certificate in Lactation Education for Portland Community College

Portland Community College does not tolerate unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, marital status, height/weight ratio, disability, veteran status, age, or sexual orientation in any area, activity or operation of the District. In addition, the college complies with the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), USERRA – Uniformed Services Employment and Reemployment Rights Act, and all county, state and federal civil rights laws. Accordingly, equal opportunity for employment, admission, and participation in the college's benefit and services shall be extended to all persons, and the college shall promote equal opportunity and treatment through a positive and continuing affirmative action plan.