



**Portland
Community
College**

Board of Directors

AGENDA

August 15, 2013

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 SESSION
August 15, 2013
Sylvania Campus, College Center Building, Elm and Fir Rooms
BOARD OF DIRECTORS
PORTLAND COMMUNITY COLLEGE
12000 S.W. 49th Avenue
Portland, Oregon

AGENDA

- 5:00 PM **Work Session**
- 6:00 PM **Board Dinner** – Sylvania Cafeteria - Oak Room
- 6:45 PM **Executive Session** - in accordance with ORS 192.660 (2), in accordance with ORS 192.660 (2), (e)-Real Property Transactions, (f) Information Exempt from Public Disclosure (Attorney-Client Privilege), and (h) Litigation
- 7:45 PM **Call to Order**
- ♦ Introductions
 - ♦ Approval of Board Business Meeting Minutes – July 17, 2013
 - ♦ Approval of Board Work Session Notes – July 17, 2013
 - ♦ Approval of Agenda
- 7:50 PM **Information Session**
- ♦ Government Finance Officers Association Financial Reporting Award Presentation – Jim Langstraat (5 minutes)
 - ♦ Sylvania Campus Update – Dr. Linda Gerber (5 minutes)
 - ♦ Student Services
 - Veterans Services – Dr. Chris Chairsell (10 minutes)
 - Child Care – Dr. Chris Chairsell (10 minutes)
- 8:20PM **Public Comment on Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)
- 8:25 PM **Business Meeting**
- 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.)

Rene Bussiere, Employment Specialist, Workforce,
Economic and Community Development
Division, Southeast/Extended Learning
Campus, Temporary
Elijah Herr, Financial Aid Coordinator, Academic and
Student Affairs, Temporary
Yoko Honda, International Student Advisor, Academic
and Student Affairs, Temporary
Brian McGuirk, Web Services Librarian, Academic
and Student Affairs
Jaime Rodriguez, Veterans Resource Center
Specialist, Office of the Dean of Student
Development, Rock Creek Campus,
Temporary
Simon Tam, Marketing Specialist – Digital and Social
Media, Office of the College President

Administrative Appointments

Andrew Freed, Distance Education Technology and
Support Manager, Academic and Student Affairs
Angela McMahon, TSS Customer Support Manager,
Administrative Services
Kristen Mozian, Program Manager, Small Business
Development Center, CLIMB Center for
Advancement, Southeast/Extended Learning
Campus, Temporary

Retirees:

14-014	Commendation of Retiring Employee – Sharon Fiser	298
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BIDS/CONTRACTS

14-015	Authorization to Use an Inter-Governmental Cooperative Contract for Additional Purchase of Juniper Network Products.....	299
14-016	Authorization for Fortis Construction, Inc. to Continue to Provide Construction Services for the Rock Creek Campus 2008 Bond Program.....	301
14-017	Accept Bid/Award Contract for the Swan Island Addition and Renovation Project, General Contractor Services	303

BOARD

14-018	Appointment of Delegates to Attend the Oregon Community College Association (OCCA) Annual
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Conference at Resort at the Mountain, Welches,
Oregon, October 24-26, 2013..... 306

8:30 PM **Public Comment on Non-Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)

8:35 PM **Reports**
 Faculty
 Classified
 Students
 Board Members
 President

9:00 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 MEETING
Downtown Center, Rose Room
July 17, 2013

BOARD ATTENDANCE

Board Members Present:

Chair Denise Frisbee, Vice Chair Deanna Palm, Jim Harper, Ken Madden, Gene Pitts, Kali Thorne-Ladd

CALL TO ORDER

Chair Frisbee called the business meeting to order at 8:19 am and invited all present to introduce themselves.

APPROVAL OF THE MINUTES

The June 20, 2013 minutes were approved as published. Harper/Pitts

APPROVAL OF THE AGENDA

The agenda was approved as published. Pitts/Palm

SWEARING IN OF ELECTED OFFICIALS

Swear in Board Members

Dr. Jeremy Brown swore Director Ken Madden as the newest board member to the Board of Directors.

Elect Chair and Vice Chair

Director Harper moved to nominate Chair Frisbee as a second term chair to continue the good work she is doing, seconded by Palm.

Director Pitts moved to nominate Vice Chair Deanna Palm to serve as a second year term, seconded by Harper.

Swear in Chair and Vice Chair

Dr. Jeremy Brown swore in the Chair and Vice Chair to their new terms.

ADJOURN BUSINESS MEETING

The Board of Directors adjourned to Executive Session at 8:29 AM.

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 8:35 AM, adjourning at 10:00 AM.

RECONVENE BUSINESS MEETING

The Business Session reconvened at 10:17 AM.

BUSINESS MEETING

Chair Frisbee noted that representatives were present from Integra Telecom in regards to Resolution 14-010. She asked for a motion to remove Resolution 14-010 from the Consent Agenda. Motion was made by Director Pitts, with a second by Director Ladd.

Director Pitts proposed approval of Resolutions 14-001 through 14-013, excluding Resolution 14-010. The motion passed unanimously. Pitts/Palm

PUBLIC COMMENT

Public Comment on Resolution 14-010: Accept Proposal and Award Contract for Metropolitan Area Network Connectivity, Local Exchange, Carrier Services, and Internet Connectivity and Service

Chair Frisbee invited Walt Duddington from Integra Telecom to make public comment. Before he presented to the Board, Chair Frisbee stated that the board should not be seen as a second line of appeals or a Board of Appeals. She stated that they do recognize that there has been a long working relationship with Integra Telecom and appreciate his time today. She continued by stating that there has been some conversation about the process, and the role of the board is to ensure that the process was appropriate. At this point the Directors are comfortable with the process. We will ask the college attorney, Mr. Jeffery Condit, to address the board also, as the Directors will be looking to him for guidance.

Walt Duddington stated that he is with Integra Telecom and worked on the RFP for the metropolitan area network RFP. He sent an email, apologizing for the late notice, because of the change in the meeting date. He distributed hard copies of the email, including the scoring. A few comments for the record are that PCC and Integra have been partners for more than a decade, including charitable events. A lot of Integra employees attended PCC; he even met his wife in a writing class at Sylvania. He noted that Integra has been locally headquartered since 1996. The name Integra predates the original company, the Oregon Graduate Center, which is the genesis of the company. There are just fewer than 1,000 employees in Oregon and just fewer than 2,000 company-wide.

Mr. Duddington stated that in terms of relief, he appreciates the Directors taking this item off the Consent Agenda, so that some consideration and thought could be given to the process. He recounted parts of the email including scoring of the RFP for Integra Telecom and TW Telecom. He noted that in order to file a protest that it has to follow the statutes and can be only related to whether the process was followed. During the RFP process, including the oral presentation, according to the RFP the pricing could not change and it applied to every proposer. Had that not been the case, Integra would have perhaps opted to change their price at that time. He contended that the procurement department at PCC acknowledged that the other vendor was allowed to change their price, but the committee was instructed not to let the adjusted price influence the decision (scoring). Mr. Duddington claims that this event did not follow the process, even after explicit instructions about no change of price was allowed. He also states that the process was necessarily tainted at that point in the oral presentation. With this in mind, he filed the protest with the offer of a reasonable remedy, which would be to allow Integra to revise its pricing and the protest was denied.

The scoring break-down indicated that Integra won on the written evaluation (1st phase). He maintained because TW was allowed to change its pricing during the oral evaluation and the entire scoring changed and Integra lost by 1 point. He stated that the proper process was clearly not followed and it was tainted at that point. Integra feels they have not received a satisfactory explanation of how that was allowed. After the protest in which Integra asked for a clarification, it only led them to assume that if the pricing was not to be revised in the oral round and if any revised pricing was submitted by TW Telecom was not considered then the only pricing that should have been utilized in the contract award was the pricing submitted in the written RFP responses. The first response we received from PCC procurement staff was that it was subject to negotiation with TW Telecom. This led him to believe that the possibility of the prohibited changed price could be the final awarded pricing. When PCC procurement staff members were pressed for clarification, the response was that the position was understood and the issue would not be discussed further. The response seemed to indicate that the revised pricing would be utilized in the contract, the tainted revised pricing.

In short of a judicial remedy, Integra was present to ask the board to send this back to procurement to follow the process. At the least, if not completely striking the evaluation in the oral phase and awarding the contract to Integra, then to reopen the oral phase and allow Integra to present revised pricing. Integra does not want to pursue judicial action, which is the only other route. In conclusion, he asked the board to reopen, at a minimum, the oral phase and allow pricing to be scored again.

Chair Frisbee, again, stated that the Directors would not get into response and evaluation. The Chair noted that is the final college decision. The Director's typically do not get involved in the process what so ever. The problem with involving the board is that everyone would file a protest.

She did ask Jeff Condit, college legal counsel, to join the Directors at the table to give his take on the process. Mr. Condit stated that as is usual when the College receives a protest, they contact Miller Nash to work through the issues of the protest. This protest was reviewed with staff before a final decision was made to deny the protest. Staff determined that revised pricing on one element was submitted during oral interview. This was a procedural error, but staff properly instructed the reviewing body to not consider the revised pricing when they were rescoring proposals based on the interviews. Mr. Condit explained that way the written proposal is scored, the highest ranked proposals move on to the oral interviews. Based upon the responses at the interview, the proposals are rescored and based upon that score a contract is awarded. Procurement staff confirmed that the members of the evaluation committee understood that they were not to consider the revised pricing when rescoring the proposals. The members confirmed that they did not take the revised pricing into consideration, but rescored based upon other questions and comments that happened in the interview process. The members independently rank the proposals, so there was no collaboration about the revised score.

Mr. Condit also responded to the concern that the contract was based upon the revised pricing. Mr. Condit confirmed with procurement staff that the contract will be based upon the pricing as proposed in the original proposal and not on the revised pricing, and that any difference in the total contract price will be based upon services selected, not based upon the revised pricing submitted by TW Telecom during their interview.

Mr. Condit concluded by noting that accepting the revised pricing was a procedural violation, and that College has two choices at that point: Attempt to correct the procedural violation as the College did, or reject all bids and start over. The latter would be a significant expense and cause delay in implementation of the contract. Mr. Condit stated that Integra's suggested solution that it be allowed to submit revised pricing and that both proposals be rescored based upon the revised pricing would compound the procedural error and could lead to protests by other proposals. Staff and the committee firmly believe that the final decision was not based upon the revised pricing, and that the process was therefore in substantial compliance with the RFP. All involved may be required to testify under oath and would be able to do so.

Chair Frisbee believes the process was correctly followed, and that the revised pricing was not the deciding factor. She asked for a motion to approve Resolution 14-010.

Director Palm moved to approve Resolution 14-010 and the second was made by Director Madden.

Director Frisbee thanked Mr. Duddington for his presentation and stated that the role of the Board of Directors is to be confident that the process was followed, as they are. She stated the Board recognizes the difficulty in supporting our partnerships.

ADJOURNMENT OF BUSINESS SESSION

There being no further business, the meeting adjourned at 10:35 AM.

NEXT MEETING

The next business meeting of the Portland Community College Board of Directors will be held on August 15, 2013 at 7:30 PM at the Sylvania Campus.

Denise Frisbee, Board Chair

Dr. Jeremy Brown, President

Prepared by:

Jeannie Moton, Assistant to Board of Directors

Minutes approved on August 15, 2013

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

Downtown Center, Rose Room
July 17, 2013

WORK SESSION NOTES

BOARD ATTENDANCE

Board Members Present:

Chair Denise Frisbee, Vice Chair Deanna Palm, Jim Harper, Ken Madden, Gene Pitts, Kali Thorne-Ladd

CALL TO ORDER

The work session of the board was called to order at 10:36 AM.

INFORMATION SESSIONS

Jeffrey Condit, Miller Nash

Mr. Condit updated the Board on their fiduciary responsibility as a Board Member.

Dr. Chris Chairsell, Vice President, Academic and Student Affairs

Dr. Chairsell updated the board on what the College is doing to meet the Completion Agenda and the Investment Council.

Rob Wagner, Director, Government Relations

Mr. Wagner gave an update of the Legislative Session and the impacts of passed bills on PCC.

Dr. Jeremy Brown, President

Dr. Brown discussed naming opportunities with the Board of Directors regarding the naming of college buildings.

Lunch Break

BOARD LEADERSHIP GOALS

Vicki Willis, Consultant

Vicky discussed the board summary and feedback with the group.

Board members discussed their 2013 Goals.

Goals that were substantially completed:

- Lead a successful presidential search process and ensure a smooth transition to new leadership.
- Use the opportunity of the presidential search to hear from stakeholders (internal and external) about their views of the college. Attend and participate in search forums and related events.
- Move toward a paperless environment in managing board's work.

Goals that were underway but not completed:

- Clarify the colleges' mission and priorities through strategic conversations with internal and external stakeholders.
- Participate in the establishment of overall goals for student completion; understand what is working well and provide support at the policy level for strategies that increase completion rates.
- Enhance the college's working relationship with K-12 districts. ~~to better align graduation standards with college preparedness.~~
- Rethink the use of technology in delivering learning services to achieve greater success, satisfaction and efficiency.

Items that are really more ongoing board responsibilities than goals. Should be identified as such and moved from the goal list with the noted revisions:

1. Continue to be involved in and informed about the statewide restructuring effort **through Higher Education Coordinating Commission.**
2. ~~Develop~~ **Support** a strategy for fundraising and financial support to advance important initiatives, e.g., Future Connect.
3. Monitor college's budget to proactively respond to changes in funding.
4. Be actively involved in governmental affairs efforts.

Board Leadership

Most board members found the talking points in support of requested action were helpful.

They discussed how information and updates should be communicated. They would like to continue to receive informational emails from Rob Wagner and Kate Chester, but when action is required of the board it should come from Jeremy Brown or Jeannie Moton.

Work sessions were created for conversation among board members, with the caveat that there may be a need for context information for those conversations to happen. There needs to be parameters set on the information given at work sessions to make sure conversations are had. There needs to be less "rules" on what topics can and will be covered and how the conversation can take place. Members have a need to be able to talk about what is important to them.

Dr. Brown wants to suggest a 5-minute faculty update at each meeting during the information sessions. With this in mind, it is the interest of the board to seek changes in the board agenda.

Presidential Transition

Dr. Brown asked board members to provide names of individuals to meet with. Another suggestion was that an article be placed in the Portland Business Journal about Dr. Brown's arrival.

Dr. Brown asked Board members what they would like to see on a Dashboard as a visual ongoing representation of the college. Some ideas are completion rates, budget, finances, and annual/semester retention rates.

In meetings with cabinet, Dr. Brown has asked them to identify who they may consider aspirational peer institutions for PCC. He also asked the same of the board members.

Strategic Planning

Everyone should have the opportunity to play a role in the process, and understand their role in the future of the college. The idea is to have different components of the planning process with an overarching committee to look at the highest level for college's vision, mission and values and then move on to setting up institutional goals and objectives. Each objective should be quantifiable. There will also be a cascading down effect to different groups for them to identify where they fit in. This should be a public document that remains on the website and ties the budget to it. Steps to facilitate the discussion will be a list of questions that ask various groups and individuals around campus. On a higher level there will be a visioning exercise to help set off the strategic direction.

The Board should launch the effort, so that the college community knows that it is supported and that the initiative is a priority for the college. There should also be a Board Member on the steering committee.

To summarize, the role of the board in the strategic planning process framing is that it is a Board initiative and that it has that priority; there will be Board presence with regular updates and discussions, periodic review of drafts and board input will be considered in the framing of the plan with regular opportunity to review it. Any plans that require changing policy should first be approved by the Board of Directors at a regular business meeting.

Adjournment

There being no further discussions, the work session was adjourned at 4:49 PM.

Denise Frisbee, Board Chair

Dr. Jeremy Brown, President

Prepared by:

Jeannie Moton, Assistant to Board of Directors

Minutes approved on August 15, 2013

August 15, 2013

14-013

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)-**Rene Bussiere**

Employment Specialist

Workforce, Economic and Community Development Division,
Southeast/Extended Learning Campus

Annual Salary: \$41,373 Grade: 3 Step 2

Effective: July 1, 2013 to September 30, 2014

Education: University of California BA 1993
Psychology

Most Recent

Experience: Portland Community College
Business and Employment Specialist (Casual)

Applicant Flow: Article 3.141 Recruitment

2. Academic Professional Appointment (Temporary)-**Elijah Herr**

Financial Aid Coordinator

Academic and Student Affairs

Annual Salary: \$45,340 Grade: 5 Step 1

Effective: June 21, 2013 to June 30, 2014

Education: London School of Economics MS 2012
International Relations
University of California BA 2011
Political Economy

Most Recent

Experience: Portland Community College
Database Coordinator

Applicant Flow: Article 3.64 Recruitment

3. Academic Professional Appointment (Temporary)–Yoko Honda

International Student Advisor

Academic and Student Affairs

Annual Salary: \$41,373 @ .75 FTE Grade: 3 Step 2

Effective: August 1, 2013 to June 2, 2014

Education:	Portland State University	MA	2010
	Education		
	Portland State University	BA	2009
	Social Science		
	Shasta College	AA	2006
	General Education		

Most Recent

Experience: Portland Community College
Office Assistant II – Office of International Education

Applicant Flow: Article 3.64 Recruitment

4. Academic Professional Appointment–Brian McGuirk

Web Services Librarian

Academic and Student Affairs

Annual Salary: \$48,853 Grade: 4 Step 5

Effective: August 19, 2013

Education:	University of Michigan	MSI	2008
	Master of Science in Information		
	Portland State University	BS	2004
	Social Science		

Most Recent

Experience: Oregon Health Policy and Research
Policy Analyst

Applicant Flow:	Gender	Ethnicity
8	Male	12 White (not of Hispanic Origin)
8	Female	3 Hispanic/Latino
4	Not Disclosed	1 Two or More
		4 Not Disclosed
<hr/>		<hr/>
20		20 Total

5. Academic Professional Appointment (Temporary)–Jaime Rodriguez

Veterans Resource Center Specialist

Office of the Dean of Student Development, Rock Creek Campus

Annual Salary: \$66,970 @.50 FTE Grade: 3 Step 16

Effective: August 1, 2013 to June 20, 2014

Education:	California State University	BA	1988
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Public Administration
Fresno City College AA 1985
Liberal Arts

Most Recent
Experience: Portland Community College
Employment Specialist

Applicant Flow: Article 3.64 Recruitment

6. Academic Professional Appointment-Simon Tam

Marketing Specialist – Digital and Social Media

Office of the College President

Annual Salary: \$45,605 Grade: 4 Step: 3

Effective: July 15, 2013

Education: Marylhurst University MBA 2013
Marketing
University of Phoenix BS 2008
Business Management

Most Recent
Experience: Clackamas Community College
Social Media Marketing Specialist

Applicant Flow:	Gender	Ethnicity
45	Male	53 White (not of Hispanic Origin)
28	Female	3 Black or African American
5	Not Disclosed	6 Asian
		4 Hispanic/Latino
		3 Two or More Selections
		9 Not Disclosed
78	Total	78 Total

7. Administrative Appointment-Andrew Freed

Distance Education Technology and Support Manager

Academic and Student Affairs

Annual Salary: \$65,443 Grade: K

Effective: July 24, 2013

Education: Portland State University MS 2010
Geography
Western Washington University BA 2001
Geography

Most Recent
Experience: Portland Community College
Distance Education Technology and Support Manager
(Interim)

Applicant Flow:	Gender	Ethnicity
12	Male	15 White (not of Hispanic Origin)
6	Female	1 Asian
		1 Two or More
		1 Not Disclosed
<hr/> 18		<hr/> 18 Total

8. Administrative Appointment-Angela McMahon

TSS Customer Support Manager

Administrative Services

Annual Salary: \$75,000

Grade: K

Effective: July 29, 2013

Education: Portland Community College AS 2012
General Studies

Most Recent

Experience: Portland YouthBuilders
YouthMedia Program Manager

Applicant Flow:	Gender	Ethnicity
18	Male	16 White (not of Hispanic Origin)
3	Female	1 Black or African American
1	Not Disclosed	1 Asian
		1 Hispanic/Latino
		1 Two or More Selections
		2 Not Disclosed
<hr/> 22	Total	<hr/> 22 Total

9. Administrative Appointment (Temporary)-Kristen Mozian

Program Manager –Small Business Development Center

CLIMB Center for Advancement, Southeast/Extended Learning Campus

Annual Salary: \$57,595

Grade: I

Effective: July 22, 2013 to July 20, 2014

Education: Messiah College BA 2010
Finance

Most Recent

Experience: FMYI, Inc.
Product Manager

Applicant Flow: Direct Appointment

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN *August 15, 2013* PERSONNEL REPORT**

Male	5
Female	4
	<hr/>
	9
White (not of Hispanic Origin)	6
Asian	2
Hispanic/Latino	1
	<hr/>
	9

August 15, 2013

14-014

COMMENDATION OF RETIRING EMPLOYEE –
SHARON FISER

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Sharon Fiser has performed faithfully in her duties as Child Care Assistant, Lead Child Development Specialist, Senior Child Development Specialist and Instructor Support Tech IV for Portland Community College since September 11, 1978. 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.

August 15, 2013

14-015

AUTHORIZATION TO USE INTER-GOVERNMENTAL
COOPERATIVE CONTRACTS FOR ADDITIONAL
PURCHASE OF JUNIPER NETWORK PRODUCTS

PREPARED BY: Avelina Gulmatico, Bond Procurement Coordinator

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: On July 15, 2010 (Resolution 11-070) the Board of Directors approved the initial purchase of Juniper network equipment to upgrade the existing core environment with a more robust, fault-tolerant, and cost-effective environment that can better manage the College's growing needs. The Bond Program will need to purchase additional communication equipment for new and remodeled buildings throughout the College District and the estimated expenditure is \$800,000. The estimated cost will exceed the \$150,000 threshold, requiring the Board of Directors approval.

The Juniper products were selected based on their single code train (across models used to deploy solutions); a low technology operating cost over a five (5) year term; local support and reseller relationships; cost-effective; onsite training, and hard operational performance. It was also highly recommended by Gartner Group, a consulting firm specializing in technology research.

The College wishes to use cooperative contracts from Western States Contracting Alliance's (WSCA) contract number: AR 229, valid through May 31, 2014 and Educational & Institutional Cooperative Purchasing's (E&I) contract number: CNR01278, valid through June 15, 2016. The College is a member of both E&I and WSCA, which are an incorporated not-for-profit multi-state membership organizations (public agency purchasing consortia) dedicated to maximizing the value of state and local government technology. Utilizing E&I

and WSCA's contracts is allowed without a competitive process per the College Procurement Rules (CCR 214).

RECOMMENDATION: That the Board of Directors authorize the use of an inter-governmental contracts for additional purchase of Juniper networking products based on WSCA's contract (AR 229), valid through May 31, 2014 and E&I's contract (CNR01278), valid through 2016. The estimated expenditure is \$800,000 (to spend through end of the Bond Program). Funding will be from 2008 Bond Fund.

August 15, 2013

14-016

AUTHORIZATION FOR FORTIS CONSTRUCTION, INC.
TO CONTINUE TO PROVIDE CONSTRUCTION
SERVICES FOR THE ROCK CREEK 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: On July 14, 2011 (Resolution 12-012), the Board of Directors adopted findings and approved an exemption to authorize the use of the Construction Manager/General Contractor (CM/GC) alternative contracting method for the Rock Creek Campus.

After a formal Request for Proposals process, per Resolution 12-065 on December 8, 2011, the Board awarded the CM/GC contract for the Rock Creek Campus 2008 bond program to Fortis Construction. Work authorized to date through prior resolutions 12-065 (\$500,000), 12-110 (\$877,651), 12-121 (\$2,779,633), 13-008 (\$9,156,704), and 13-065 (\$751,300) includes the Building 7 partial demolition, Building 7 addition, Building 2 CTE renovations, VOIP and generator projects totaling \$14,065,288.

As part of the Rock Creek Campus planning, Central Distribution Services is relocating to leased warehouse space (see resolution 13-085.), for which tenant improvements are needed. The cost of the renovations, which includes required ADA restroom upgrades, pallet rack installation, electrical upgrades, and security systems is \$145,616.

Authorization is also needed for the replacement of the dust collection system for the Building 2 CTE program to meet current code requirements, and includes removing

the existing scrubbers. The GMP for this Building 2 work is \$193,930.

Site improvements will be completed later this Summer, including storm water pond renovations for \$201,192. Finally, authorization is needed at this time for preconstruction services for the Building 5 addition project for \$197,971. These current projects total \$738,709.

This request plus the earlier authorizations, results in a revised total of \$14,803,997. Funding for the projects will come from the 2008 Bond Program.

RECOMMENDATION: That the Board of Directors authorize Fortis to complete Central Distribution, Building 2 CTE, site improvement and Building 5 preconstruction projects. The cost for these services will be \$738,709 over the next 6 months. Expenditures for these services will be from the 2008 Bond funds.

August 15, 2013

14-017

ACCEPT BID/AWARD CONTRACT FOR THE SWAN
ISLAND ADDITION AND RENOVATION PROJECT,
GENERAL CONTRACTOR SERVICES

PREPARED BY: Avelina Gulmatico, Bond Procurement Coordinator

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: The College has the need to hire a general contractor to provide construction services associated with the expansion and renovation of our Swan Island facility. In 2010, the College purchased five (5) acres of industrial land on Swan Island, formerly owned by the Oregon State Motor Pool, with a vision of creating a PCC Trades Education Center. This center will accommodate the College's Trades and Industry Program currently located in the Carter Technology Education building at Cascade Campus. The project includes approximately 13,000 square feet of remodel and renovation, and 10,000 square feet of new construction. The renovated Center will provide spaces for 8 training labs, 2 specialty classrooms, a general purpose classroom, administrative support area, an improved outdoor area, upgrades to landscaping to meet code requirements and additional infrastructure improvements to support the overall function of the facility. The estimated cost for this project will exceed the \$150,000 threshold, which requires a formal solicitation process.

The College used a two-step solicitation process for selecting the most responsive/responsible general contractor for this project. The 1st step, the Request for Proposal (RFP), was issued to pre-qualify proposers who would then be invited to participate in the 2nd step (bidding) process. On February 20, 2013, the RFP was issued and advertised in the Daily Journal of Commerce, State of Oregon ORPIN system and posted on the PCC Solicitation website. On March 12, 2013, the College

made a project presentation and announced contracting opportunities at the National Minority Contractors of Oregon meeting. On the bid date, a total of thirty-six (36) vendors registered and received a copy of the RFP (of which 6 were MWESB contractors and 9 plan centers). Within the deadline of March 21, 2013 at 2:00 P.M., the College received nine (9) proposals. These proposals were evaluated by the committee members based on these criteria: firm background, personnel experience, project experience/success, partnership, coordination of work and scheduling, value engineering and social responsibilities. Below is a list of proposals and their final proposal evaluation scores:

<u>Proposers</u>	<u>Proposal Evaluation Scores</u>
JE Dunn	545
Inline Commercial Const*	526
Emerick	523
TS Gray Construction	460
Oneill Electric*	434
Payne Construction	355.50
Western Construction*	354
First Cascade Corp	345
TJ Nisbet	307.50

The committee invited the top five (5) highest scored proposers for an oral interview. Questions asked during the interview included the topics of project schedule, change orders, anticipated challenges, approach in maximizing quality/efficiency and cost control. The proposer's interviews were also evaluated and scored by the committee members based on their response and approach to each question. Below is a list of final interview scores. The three (3) highest scored proposers were selected to participate in the 2nd bidding step of the process.

<u>Proposers</u>	<u>Final Interview Scores</u>
JE Dunn	569
Emerick	550
Inline Construction*	542
TS Gray Construction	487
O'Neill Electric*	478

*MWESB Oregon Certified Contractors

On June 6, 2013, the Invitation to Bid (ITB) was released and distributed to the top three (3) pre-qualified contractors with the highest interview scores. A pre-bid meeting and a project site visit were held on June 13, 2013. Within the deadline of 2:00 P.M., July 2, 2013, the College received 3 bids. This ITB is considered a "best value" bid because cost is not the only awarding factor, and the bids were evaluated and scored by the committee members based on these criteria: Total base bid amount, MWESB plan and the Environmental plan for this project.

RECOMMENDATION: That the Board of Directors accept the bid and award the contract to JE Dunn for the construction and renovation of the Swan Island Training Center. The contract will be valid through project completion December 2014, for a GMP of \$3,629,399. As well as, approve expenditure of an owner's project contingency up to \$200,000. Funding is from the 2008 Bond fund.

August 15, 2013

14-018

APPOINTMENT OF DELEGATES TO ATTEND THE
OREGON COMMUNITY COLLEGE ASSOCIATION
(OCCA) ANNUAL CONFERENCE AT RESORT AT THE
MOUNTAIN, WELCHES, OREGON, OCTOBER 24-26,
2013

PREPARED BY: Jeannie Moton, Assistant, Board of Directors

APPROVED BY: Dr. Jeremy Brown, President

REPORT: In accordance with Board Policy B 210, the Board of Directors recognizes the benefits derived by the College through membership in various educational organizations and from attendance of directors at state and national meetings which deal with community college issues. The Chair and Vice Chair have considered a slate of delegates to attend the 2013 OCCA Annual Conference at Resort at the Mountain, Welches, Oregon on October 24-26, 2013

RECOMMENDATION: That the Board of Directors appoints Denise Frisbee, Deanna Palm, Jim Harper and Ken Madden as delegates to represent the College at the OCCA Annual Convention.

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.