



**Portland  
Community  
College**

# Board of Directors

## AGENDA

October 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.

PORTLAND COMMUNITY COLLEGE  
12000 S.W. 49th Avenue  
Portland, Oregon

**BUSINESS SESSION**  
**October 17, 2013**  
**Sylvania Campus, Campus Center, Rooms 238 and 239**  
**BOARD OF DIRECTORS**

**AGENDA**

- 3:30 PM      **Work Session – CC241**
- ACCT Update
  - OCCA/OPC Update
  - Strategic Planning Update
- 6:00 PM      **Board Dinner – Oak and Elm Rooms**
- 6:45 PM      **Executive Session** - in accordance with ORS 192.660 (2), 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)
- 7:45 PM      **Call to Order – CC238/239**
- Introductions
  - Approval of Board Business Meeting Minutes – September 19, 2013
  - Approval of Agenda
- 7:50 PM      **Recognitions**
- New Student Open Houses – Brenda Ivelisse, Jana Daugherty, Teresa Salinas, Roberto Suarez, David Martinez
- 7:55 PM      **Information Session**
- Newberg Center Update – Jeff Triplett and Andrew Black (10 Minutes)
  - Office of Civil Rights Update – Dr. Chris Chairsell and Chau Hoang Fossen (5 minutes)
  - Faculty Focus – Toby Dittrich (10 minutes)
  - Dual Credit – Dr. Jessica Howard (10 minutes)
- 8:30 PM      **Public Comment on Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)
- 8:35 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.)

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	<b>Academic Professional Appointments:</b>	
	Christopher Brady, Culinary Assistant Program Coordinator, Workforce, Economic and Community Development Division, Southeast/Extended Learning Campus	
	Brandi Herrera Pfrehm, Marketing Specialist, Office of the College President	
	Josephine Hunter, Financial Aid Advisor, Academic and Student Affairs	
	Phouc Huynh, Admissions Specialist, CLIMB Center for Advancement, Southeast/Extended Learning Campus	
	DeLinda Martin-Huggins, Student Leadership Assistant Coordinator, Office of the Dean of Student Development, Rock Creek Campus	
	<b>Administrative Appointments</b>	
	Keith Gregory, Interim Director of Facility Management Services, Administrative Services (Temporary)	
	Craig Kolins, Interim Campus President – Cascade Campus, Office of the College President (Temporary)	
	Elizabeth Molenkamp, PACTEC Program Manager, Academic and Student Affairs	
	Sarah Tillery, Allied Health Program Manager, Allied Health, Emergency and Legal Services Division, Cascade Campus	
	<b>Faculty Appointment:</b>	
	Patricia DeAngelis, Instructor, Computer Application Systems Business, Applied Technology and College Preparation Division, Rock Creek Campus (Temporary)	
	Daniel Castleton, Instructor, Mathematics, Mathematics and Science Division, Cascade Campus (Temporary)	
	Keith Dempsey, Counselor, Office of the Dean of Student Development, Cascade Campus (Temporary Job Share)	
	Carly Kennedy, Counselor, Office of the Dean of Student Development, Cascade Campus (Temporary)	

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**BOARD**

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8:35 PM

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

8:45 PM      **Reports** (5 minutes each)

Faculty  
Classified  
Students  
Board Members  
President

9:10 PM      **Adjournment**

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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

**BOARD OF DIRECTORS BUSINESS MEETING**

Rock Creek Campus, Building 9, Room 122 b/c  
September 19, 2013

**MINUTES**

**BOARD ATTENDANCE**

Board Members Present:

Vice Chair Deanna Palm, Ken Madden, Gene Pitts, Kali Thorne-Ladd

**CALL TO ORDER**

Vice Chair Palm called the business meeting to order at 8:08 pm and invited all present to introduce themselves. (Note: Vice President Randy McEwen filled in for President Jeremy Brown in facilitating the board meeting.)

**APPROVAL OF THE MINUTES**

The August 15, 2013 Business Meeting minutes were approved as published. Pitts/Ladd

**APPROVAL OF THE AGENDA**

The agenda was approved as published. Ladd/Pitts

**INFORMATION SESSION**

Board and College Policies

Randy McEwen, Vice President and Jeffrey Condit, Attorney, Miller Nash LLP

Board members were updated on the policy versus procedures/rules at PCC. Mr. Condit noted that this is not as big as a problem as it seems. The current structure at PCC is adequate, where policy is adopted by the board while the President adopts administrative rules. This is how most governmental entities in Oregon work. All policy and procedures are enforceable and must be complied with. Policies are high-level directives used by the elected board members to run the college. Procedural rules are when professional judgment and more detailed processes come into play. Having consistent terminology for these rules may solve the problem of the confusion of these. They could be called anything as long as they are consistent, as there is no legal meaning to what the titles are.

Board Meeting Notification Policy

Wing-Kit Chung, Vice President, Administrative Services

Wing-Kit noted that there is apparent inconsistency in the existing Policy B202 for notification of board meetings. The resolution in the packet will provide more consistency for notification of board meetings.

Disabilities Services

Kaela Parks, Director, Disability Services; Cathy Murphy, Office Assistant, Disability Services, Chris Hughes, Instructor, Math; Scott Leavitt, Instructor, Math

The presentation addressed the obligations of the office to provide services to all as required by the current law. They presented three pieces that they are doing to provide access for students: accommodation efficiency, developing and strengthening collaborations with faculty, designing and deploying data delivery options. Each discussed how they are involved with providing the best services available to students with special needs at PCC.

#### Rock Creek Campus Update

Dr. Birgitte Ryslinge, President, Rock Creek Campus

Dr. Ryslinge updated the group on what is happening at Rock Creek and the progress being made in Columbia County.

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

None

### **BUSINESS MEETING**

Vice Chair Palm proposed approval of Resolutions 14-020 through 14-030. The motion passed unanimously. Ladd/Pitts

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

None

### **REPORTS**

Faculty and AP Federation, Frank Goulard, President

Mr. Goulard reported that the term will be starting Monday and everyone has been busy preparing. The annual retreat for AP and Faculty is tomorrow followed by a back-to-school Barbecue at Williamette Park, to which the Board members are all invited. The AFL-CIO State Convention is coming up in Bend.

Classified Federation, Deborah Hall, President,

Ms. Hall complemented everyone on In Service and wished more classified folks would attend. They too are preparing for the term, as well as sending delegates to AFL-CIO Convention. Inclusion is a very important goal to her.

#### *Board Reports:*

Director Ladd thanked Dr. Brown for attending the march for MLK remembrance.

#### *President Report:*

Vice President Randy McEwen expressed Dr. Brown's thanks for the concerns and well wishes regarding his illness. Randy thanked Dr. Craig Kolins for stepping up to lead Cascade at a crucial time; he thanked Brigitte, Narce and Cheryl for hosting the board meeting tonight. He noted that PCC is an economic difference for Portland. He also acknowledged work done this summer on the bond and the levels of teamwork to get it done. He also noted the PCC Foundation Golf Invitational netted \$83,000 for scholarships. Randy also thanks Dr. Chairsell for filling in for Dr. Brown at College In-Service.

### **ADJOURNMENT**



There being no further business, the meeting adjourned at 9:21 PM.

### **NEXT MEETING**

The next business meeting of the Portland Community College Board of Directors will be held on October 17, 2013 at 7:45 PM at the Sylvania Campus.

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Deanna Palm, Board Vice Chair

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Randy McEwen, Vice President

Prepared by:

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Jeannie Moton, Assistant to Board of Directors

Minutes approved on October 17, 2013

October 17, 2013

14-031

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-Christopher Brady

Culinary Assistant Program Coordinator

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

Annual Salary: \$43,464                      Grade: 3                      Step 3

Effective: September 16, 2013

Education:	Portland State University	MA	2007
	Special Education		
	Portland State University	BS	2005
	Health Education		

Most Recent

Experience: Forest Grove High School  
Special Education Teacher/Transition Facilitator

Applicant Flow:	Gender	Ethnicity
16	Male	25 White (not of Hispanic Origin)
15	Female	5 Hispanic/Latino
1	Not Disclosed	2 Not Disclosed
<hr/> 32		<hr/> 32 Total

2. Academic Professional Appointment-Brandi Herrera Pfrehm

Marketing Specialist

Office of the College President

Annual Salary: \$46,289                      Grade: 4                      Step: 3

Effective: September 18, 2013

Education:	Pacific University	MFA	2012
	Writing		
	Linfield College	BA	1999
	Communications		

Most Recent

Experience: Various Publications  
Freelance Contributing Writer

Applicant Flow:	Gender		Ethnicity
53	Male	101	White (not of Hispanic Origin)
83	Female	6	Black or African American
13	Not Disclosed	4	Asian
		4	Hispanic/Latino
		4	Two or More Selections
		30	Not Disclosed
149	Total	149	Total

3. Academic Professional Appointment-Josephine Hunter

Financial Aid Advisor

Academic and Student Affairs

Annual Salary: \$38,099

Grade: 2

Step: 1

Effective: September 21, 2013

Education:	Husson College	BS	1992
	Business Administration/Finance		
	College of Micronesia	AS	1989
	Business		

Most Recent

Experience: Portland Community College  
Financial Aid Technician II

Applicant Flow:	Gender		Ethnicity
1	Male	1	White (not of Hispanic Origin)
4	Female	1	Hispanic/Latino
		1	American Indian/Alaskan Native
		1	Native Hawaiian/Pacific Islander
		1	Not Disclosed
5	Total	5	Total

4. Academic Professional Appointment-Phuoc Huynh

Admissions Specialist

CLIMB Center for Advancement, Southeast/Extended Learning Campus

Annual Salary: \$39,431

Grade: 2

Step: 2

Effective: September 30, 2013

Education:	Oregon State University	BA	2006
	Liberal Studies		

Most Recent

Experience: Portland Community College

### Admissions Specialist (Temporary)

Applicant Flow:	Gender	Ethnicity
1	Male	2 White (not of Hispanic Origin)
3	Female	1 Asian
1	Not Disclosed	2 Not Disclosed
5		5 Total

5. Academic Professional Appointment (Temporary)– DeLinda Martin-Huggins

Student Leadership Assistant Coordinator

Office of the Dean of Student Development, Rock Creek Campus

Annual Salary: \$40,575                      Grade: 3                      Step 1

Effective: September 11, 2013 to June 20, 2014

Education:                      George Fox University                      BA                      2009  
    Management and Organizational Leadership

Most Recent

Experience:                      Portland Community College  
    Office Assistant II

Applicant Flow:                      Article 3.64  
    Recruitment

6. Administrative Appointment (Temporary)–Keith Gregory

Interim Director of Facility Management Services

Administrative Services

Annual Salary: \$97,730                      Grade: O

Effective: September 7, 2013 to June 30, 2014

Education:                      Arizona State University                      MA                      1983  
    Technology  
    St. Louis University                      BS                      1973  
    Aeronautics

Most Recent

Experience:                      Portland Community College  
    Manager, Maintenance and Grounds

Applicant Flow:                      Direct  
    Appointment

7. Administrative Appointment (Temporary)–Craig Kolins

Interim Campus President – Cascade Campus

Office of the College President

Annual Salary: \$130,309                      Grade: R  
 Effective: September 9, 2013 to June 30, 2014

Education:	University of Toledo	PhD	1999
	Higher Education		
	Northern Illinois University	MSE	1989
	Counseling		
	Northern Illinois University	BA	1985
	Journalism		

Most Recent  
 Experience: Portland Community College  
 Dean of Instruction, Southeast /Extended Learning  
 Campus

Applicant Flow: Direct  
 Appointment

8. Administrative Appointment-Elizabeth Molenkamp

PACTEC Program Manager  
 Academic and Student Affairs  
 Annual Salary: \$68,033                      Grade: L  
 Effective: September 21, 2013

Education:	Ashford University	MA	2009
	Teaching and Learning with Technology		
	University of Montana	BA	1985
	Vocational Home Economics		

Most Recent  
 Experience: Portland Community College  
 Dual Credit Coordinator

Applicant Flow:	Gender	Ethnicity
20	Male	28 White (not of Hispanic Origin)
21	Female	3 Black or African American
1	Not Disclosed	3 Hispanic/Latino
		2 American Indian/Alaskan Native
		3 Two or More Selections
		3 Not Disclosed
	<hr/> 42 Total	<hr/> 42 Total

9. Administrative Appointment-Sarah Tillery

Allied Health Program Manager  
 Allied Health, Emergency and Legal Services Division, Cascade Campus  
 Annual Salary: \$69,374                      Grade: L  
 Effective: September 11, 2013

Education:	University of Maryland Women's Studies	PhD	2007
	San Diego State University Women's Studies	MA	2000
	University of California Women's Studies	BA	1998
	University of California English	BA	1997

Most Recent

Experience: Portland Community College  
Interim Allied Health Program Manager

Applicant Flow:	Gender	Ethnicity
11	Male	17 White (not of Hispanic Origin)
17	Female	3 Black or African American
2	Not Disclosed	2 Asian
		1 Hispanic/Latino
		2 Two or More
		5 Not Disclosed
		30 Total
	30	

10. Faculty Appointment (Temporary)-**Patricia DeAngelis**

Instructor, Computer Application Systems

Business, Applied Technology and College Preparation Division, Rock Creek Campus

Annual Salary: \$51,369 Step: 2

Effective: August 21, 2013 to June 20, 2014

Education:	University of Alaska Educational Technology	MED	2004
	University of Oregon Recreation and Tourism Management	BS	1992

Most Recent

Experience: Portland Community College  
Instructor, Computer Application Systems (Adjunct)

Applicant Flow: Article 3.64  
Appointment

11. Faculty Appointment (Temporary)-**Daniel Castleton**

Instructor, Mathematics

Mathematics and Science Division, Cascade Campus

Annual Salary: \$51,369 Step: 2

Effective: August 21, 2013 to June 20, 2014

Education:	Portland State University	MS	2008
	Mathematics		
	University of California	BS	1999
	Mathematics		

Most Recent  
Experience: Portland Community College  
Instructor, Mathematics (Adjunct)

Applicant Flow: Article 3.64  
Appointment

12. Faculty Appointment (Temporary Job Share)-Keith Dempsey

Counselor

Office of the Dean of Student Development, Cascade Campus

Annual Salary: \$55,029 @ .50 FTE Step: 4

Effective: August 21, 2013 to August 20, 2014

Education:	Oregon State University	PhD	2009
	Counseling		
	Oregon State University	MS	1996
	Agency Counseling		
	Oregon State University	BS	1993
	Psychology		

Most Recent  
Experience: Portland Community College  
Counselor (Temporary Job Share)

Applicant Flow: Article 3.64  
Appointment

13. Faculty Appointment (Temporary)-Carly Kennedy

Counselor

Office of the Dean of Student Development, Cascade Campus

Annual Salary: \$55,029 Step: 4

Effective: August 21, 2013 to August 20, 2014

Education:	Oregon State University	MS	2007
	Counseling		
	University of Oregon	BS	2005
	Psychology		

Most Recent  
Experience: Portland Community College

Counselor (Adjunct)

Applicant Flow: Article 3.64  
Appointment

**ETHNIC AND GENDER DESCRIPTION OF STAFF  
PROPOSED TO BE HIRED IN *October 17, 2013* PERSONNEL REPORT**

Male	5
Female	8
	<hr/>
	13
White (not of Hispanic Origin)	9
Black or African American	1
Asian	1
Hispanic/Latino	1
Native Hawaiian/Pacific Islander	1
	<hr/>
	13



October 17, 2013

14-032

COMMENDATION OF RETIRING EMPLOYEE –  
YVONNE ELLISON

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Yvonne Ellison has performed faithfully in her duties as a Coordinator/Dislocated Workers Program and an Administrative Assistant for Portland Community College since April 27, 2004. She retires effective September 30, 2013.

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

October 17, 2013

14-033

COMMENDATION OF RETIRING EMPLOYEE –  
PAUL HOMLITAS

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Paul Homlitas has performed faithfully in his duties as a Custodian, Lab Tech and Instructional Support Tech III for Portland Community College since January 11, 1982. He retires effective November 30, 2013.

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

October 17, 2013

14-034

COMMENDATION OF RETIRING EMPLOYEE –  
YOUSSEF KHODAPRAST

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Youssef Khodaprast has performed faithfully in his duties as a Full Time Economics Instructor for Portland Community College since March 28, 1983. He retires effective December 13, 2013.

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

October 17, 2013

14-035

COMMENDATION OF RETIRING EMPLOYEE –  
RONALD SMITH

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Ronald Smith has performed faithfully in his duties as a Research Analyst for Portland Community College since October 4, 2000. He retires effective September 30, 2013.

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

October 17, 2013

14-036

DELEGATE AUTHORITY TO THE COLLEGE  
PRESIDENT OR HIS DESIGNEE TO NEGOTIATE  
TERMS OF A POTENTIAL NEW CONTRACT WITH  
CLEARWIRE FOR THE LEASE OF PCC-OWNED  
EDUCATIONAL BROADBAND SPECTRUM

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

FINANCIAL  
RESPONSIBILITY: Wing-Kit Chung, Vice President, Administrative Services

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Certain portions of the “communications” spectrum are reserved by the Federal Communication Commission for educational use. In the 1980s PCC was licensed to operate four channels in the Portland metro area for video delivery of instruction and services. As both educational use and technology have developed the FCC has allowed excess capacity on these channels to be leased for other than educational uses. Educational institutions can now meet their educational obligation required by the license through such partnerships that will increase broadband access in the community. The Board approved such a lease of PCC excess spectrum to American Telecasting (95-103 on 18 May 1995). This lease was modified in 2002 when American Telecasting was acquired by Sprint. This lease remains in effect with Clearwire Corporation through a partnership with Sprint until 2015.

Clearwire has approached the College about renegotiating and extending the current lease in order to support their wireless broadband service (WiMax) in the Portland area. Advances in technology and new regulations by the FCC now make these channels more valuable to wireless providers and educational institutions as broadband spectrum that can provide high-speed, mobile internet access superior to other mobile phone services. Clearwire, now part of Sprint through a recent merger, is the only company currently building this type of 4-G networks. There is a strong indication that FCC is increasingly demanding the sharing of broadband spectrums and taking the ‘use it or lose it’ approach on

the renewal of these licenses. It makes sense for PCC to engage with a partner who can use the spectrum and we can then use their services to provide our needs to maintain the FCC licenses. It is very costly for PCC to develop it ourselves, the type of resources that PCC does not have.

PCC Staff has engaged college counsel and specialized appraisal services to gain insight about the risks and benefits of a long term lease extension. After analyzing and understanding the potential risks of such a long term arrangement, Staff believes that it is the best interest for the College to protect these valuable assets to renegotiate a lease agreement with Clearwire.

**RECOMMENDATION:** That the Board of Directors delegate its authority to the College President or his designee to negotiate the terms and conditions of a potential lease renewal/extension for PCC-owned broadband spectrum, and to consummate such a lease if appropriate, subject to the concurrence of College counsel.

October 17, 2013

14-037

GRANT AUTHORITY FOR SOLE SOURCE  
ACQUISITION OF ADOBE CREATIVE CLOUD  
SOFTWARE LICENSING UNDER THE ADOBE  
ENTERPRISE LICENCE AGREEMENT

PREPARED BY: Layla Otey, Technology Buyer, Technology Solution Services

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

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

REPORT: Portland Community College has been enrolled in the Cumulative Licensing Program with Adobe and Adobe reseller Zones Inc. The college has been using Adobe software for classroom, faculty and staff use for over fourteen years.

Adobe recently changed their licensing model and software programs from the Creative Suite Cumulative Licensing Program to the Creative Cloud program moving the licensing to a Cloud based subscription model.

Technology Solution Services, in partnership with the Multimedia, Visual and Performing Arts and Design and Computer Application Systems departments, reviewed the Creative Cloud licensing to meet the classroom, faculty and staff licensing needs. TSS worked with Adobe to create a specific Enterprise Term Lease agreement based off the college's current FTE count and licensing needs.

Adobe software is considered Proprietary software and the pricing does not vary from reseller to reseller. The purchase of Proprietary Software within the meaning of Community College Rules of Procurement (CCR) 212 allows the college to purchase products without competitive procurement, regardless of dollar amount.

According to Board Policy B505, Board approval is required as this purchase is over \$150,000.

**RECOMMENDATION:** That the Portland Community College Board of Directors grants authority to enter into a Sole Source three-year purchase Agreement with Adobe and the Adobe reseller Zones Inc. The three-year Adobe Enterprise Lease agreement will not exceed \$401,965.53. Funding for this contract will be from the General Fund.



October 17, 2013

14-038

AUTHORIZATION TO CONTRACT WITH RIGHT!  
SYSTEMS INC. TO PROVIDE PROFESSIONAL  
SERVICES RELATED TO NETWORK REDESIGN

PREPARED BY: Layla Otey, Technology Buyer, Technology Solution Services

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

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

REPORT: Portland Community College needs to contract professional services for a comprehensive network redesign project. The services include network architecture design, integration design, testing, successful implementation, deployment support, successful security policies, rules implementation and documentation.

Right! Systems Inc. currently provides professional services to the College relating to additional staff resources to install, configure and upgrade network equipment and software. The College now needs to utilize their services further for the network redesign project.

The College currently utilizes a cooperative contract with Washington State Department of Enterprise services, which allows public agencies and higher educational institutions to contract directly with Right! Systems Inc. This contract reference #T08-MST-733 expires on June 30, 2015. The use of the cooperative contract is allowed by the College Procurement Rule CCR 201 and is therefore exempt from the competitive process, required under Board Policy B505 as the total for this project exceeds the \$150,000 threshold.

RECOMMENDATION: That the Portland Community College Board of Directors grants authority to contract with Right! Systems Inc. for the Network Redesign Project. The professional services contract will not exceed \$225,000. Funding for this contract will be from the Capital Projects Fund and the Bond Fund.

October 17, 2013

14-039

AUTHORIZE PURCHASE OF SOUTHEAST CENTER  
LIBRARY BOOKS FROM YBP LIBRARY SERVICES

PREPARED BY: Kathy Kiaunis, Bond Finance Manager

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 2008 Bond Program projects at Southeast Center include a new library building. It is necessary to acquire a book collection for the new library. Library book purchases are exempt from bidding requirements per CCR 212. However, to acquire sufficient books to begin a new collection at Southeast Center, it is anticipated that approximately \$330,000 will be spent on the initial book and related material purchases. The majority of the books will be purchased through YBP Library Services. According to B505, the Board of Directors must approve procurement contracts in excess of \$150,000.

The College is a member of the Orbis Cascade Alliance, which is a consortium of thirty-seven academic institutions in Oregon, Washington, and Idaho. The mission of the Alliance is to strengthen member libraries through collaboration in order to support the work of students, faculty, staff and researchers. Alliance members join together to enhance services, share information resources and expertise, enrich and preserve collections, and develop library staff to meet the challenges of a rapidly changing information environment.

The Orbis Cascade Alliance selected YBP Library Services, through a competitive request for proposal (RFP) process. The Alliance received proposals, a committee evaluated those against the criteria set forth in the RFP and selected YBP as the chosen vendor to support the collection needs of the consortium of institutions that belong to the Orbis Cascade Alliance. YBP Library Services' goal is to build close relationships with academic libraries and consortia

while providing best solutions for their acquisition, collection development and technical service needs. YBP provides cooperative collection development tools, to help ensure that critical as well as uncommon material is available to students. “Downstream” viewing capabilities, for example, ensure that consortium members do not acquire more than 5 copies of individual titles among members, to stretch collection dollars. Acquisitions through YBP streamline the entry of book purchases into the collection catalog for the College and the Alliance records.

It is anticipated that the majority of the new collection will be purchased through YBP. Some special items, such as media or foreign language materials, may need to be purchased through alternate sources, such as Amazon or directly from the publisher.

**RECOMMENDATION:** That the Board of Directors authorize the purchase of up to \$330,000 in library books and related materials from YBP Library Services to establish the initial collection for Southeast Center. Funding is from the 2008 Bond Fund.

October 17, 2013

14-040

AUTHORIZE SPENDING AUTHORITY INCREASE FOR  
BUILDING COMMISSIONING SERVICES CONTRACTS

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: In 2010, BA 11-050, the Board of Directors approved multiple contracts to provide Building Commissioning Services for Bond construction projects. Commissioning is an intensive quality assurance process that begins during design and continues through construction, occupancy, and operations. Commissioning ensures that a new or remodeled building operates initially as designed and that College building staff are prepared to operate and maintain its systems and equipment. Systems to be commissioned include, but are not limited to: heating, ventilation, air conditioning (HVAC) systems and associated controls, lighting and day lighting controls and innovative energy technologies.

These contracts were awarded, on as needed basis, to the following contractors: Glumac, Northwest Engineering Services Inc, PAE Consulting Engineers, Engineering Economics, and Environmental & Engineering Services. The resolution authorized an initial spending authority of not-to-exceed of \$1,000,000, with each contract issued for \$200,000, for up to five (5) years. As Bond construction projects are progressing, additional spending authority is needed based on actual project requirements. Approval is requested from Board of Directors to authorize an increase to the existing contracts and extend the term for an additional one year. The Bond Program requests additional \$500,000 to be allocated among the five (5) contractors and the term extended through end of the 2017.

RECOMMENDATION: That the Board of Directors' approve the additional spending authority of \$500,000 among all the contracts, and a one year contract extension for the Building Commissioning Services contracts. Funding will be from the 2008 Bond Fund.

October 17, 2013

14-041

AUTHORIZATION TO CONTINUE USING INTER-  
GOVERNMENTAL COOPERATIVE CONTRACTS FOR  
THE ACQUISITION OF UNINTERRUPTIBLE POWER  
SUPPLIES (UPS)

PREPARED BY: Avelina Gulmatico, Bond Procurement Coordinator

FINANCIAL  
RESPONSIBILITY: Linda M. Degman, Director, Bond Program

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

REPORT: On January 17, 2013, through BA 13-060, the Board of Directors authorized the purchase of UPS (uninterruptible power supply) equipment from CDW-G through the cooperative contract with Inter-Mountain Education Service District. Spending authority specified was \$1,052,871. The UPS equipment is needed to meet the power supply requirements of new buildings, and for existing equipment upgrades, to provide increased backup power for network connectivity. The estimated cost for this project exceeds the \$150,000 threshold, which requires the Board of Directors approval.

Within the existing, previously approved Board Authority amount, department staff wish to include USCommunities Government Alliance cooperative contracts and other cooperative contracts that might become available between now and end of the Bond Program, as additional resources when acquiring UPS equipment. Department staff would like the opportunity to do price comparisons between cooperative contracts and select the most advantageous quote that meets the College's needs and requirements. PCC is a member of the US Communities Alliance. The College Procurement Rules (CCR 214) allow the use of cooperative contracts without issuing a competitive process.

RECOMMENDATION: That the Board of Directors' approve the use of US Communities Government Alliance and other cooperative contracts that might become available, in addition to using Inter-Mountain Education Services District contract with CDW-G, for the purchase of UPS equipment through end of the Bond Program. The estimated cost for UPS purchases remains at the originally-approved \$1,052,871. Funding will be from the 2008 Bond Fund.



October 17, 2013

14-042

AUTHORIZATION TO UTILIZE AN INTER-  
GOVERNMENTAL COOPERATIVE CONTRACT TO  
PROVIDE ELECTRICAL AND LOW VOLTAGE SERVICES

PREPARED BY: Denise Jeffords, Buyer/Contract Specialist

FINANCIAL  
RESPONSIBILITY: Keith Gregory, Interim Director, Facilities Management Services

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

REPORT: The College has a need to contract with a qualified contractor to provide Electrical and Low Voltage Services at various PCC District locations. The Facilities Management Services (FMS) Department would like to utilize an existing intergovernmental cooperative contract (allowable without a competitive process per College Procurement Rules, CCR.205). These contracted services include but are not limited to: electrical; low voltage; lighting; engineering; tenant improvements; remodels; alterations, new and existing; and other electrical installations upon request. FMS estimates the cost of these services will exceed the \$150,000 threshold, requiring the Board of Directors approval (B505).

The FMS Department would like to utilize Metro, a metropolitan service district organized under the laws of the State of Oregon and the Metro Charter, Contract #931243, which is a competitively priced contract with NEC Northwest Electrical Contractors for providing these services.

Note: NEC is an Oregon certified M/W/ESB.

RECOMMENDATION: That the Board of Directors authorize the use of an intergovernmental contract for the provision of Electrical and Low Voltage Services and award a two-year contract to NEC Northwest Electrical Contractors in the amount of \$300,000, (based on an annual estimate of \$150,000), with an option for the college to renew the contract on an annual basis for an additional two (2) years. The contract shall not exceed four (4) years, with a maximum amount of \$600,000. Expenditures for this contract will come from the general fund and the capital projects fund.

October 17, 2014

14-043

GRANT EXCEPTION TO PERSONAL SERVICE  
CONTRACT RULES TO PERMIT DIRECT  
NEGOTIATION OF CONTRACT FOR COLLEGE-  
WIDE SECURITY CONSULTING WITH SPARLING,  
INC.

PREPARED BY: Kathy Kiaunis, Bond Finance Manager

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: Funding is included in the 2008 Bond Program to upgrade access control and security cameras in critical areas in existing buildings throughout the district. In 2010, Sparling, Inc. was selected through a competitive RFP process to develop college-wide standards for Construction Specifications Institute (CSI) Division 27 specifications including telecom rooms, backbone cabling and infrastructure, wireless, CATV and audio/video. The design teams at each campus for the Bond construction projects have used these specifications. The contract value was \$20,000, which is less than the amount required for Board authorization, therefore it was not brought to the Board for approval.

Division 27 and 28 are linked in that the infrastructure, telecom rooms and associated equipment need to accommodate the Division 28 work. The originally intent was to hire Sparling, Inc. to complete the standards for both divisions of work, however, it quickly became apparent that the Division 28 standards was going to be much more involved, include many more stakeholders, and take more time. It was decided at that time to move forward with Division 27 and defer the work for Division 28 until more information was gathered internally.

Subsequently, the College hired Sparling, Inc. to provide specifications for CSI Division 28 including security camera, access control and intrusion detection infrastructure, and to design a pilot implementation project at the Cascade Campus.

Sparling, Inc. is also serving as a sub-consultant on the campus design teams in order to facilitate the implementation the college's security requirements for new construction projects and major building renovations throughout the college.

At this time, it is desired to identify the critical projects in existing buildings at the remaining campuses and centers, develop budgets, prepare documentation and complete the projects in coordination with the CM/GC's working at the Campuses. Locations for this work include Sylvania, Rock Creek, Southeast, and Portland Metro Workforce Training Center. It also includes the areas at Cascade Campus not previously addressed. Staff recommends selecting Sparling for this work, by granting an exemption to the competitive process.

A contract for consulting services is a "personal services contract" within the meaning of College Contract Rule ("CCR").250(1). CCR.250 requires a formal or informal competitive solicitation process for personal services contracts over \$5,000. The amount of the contract, including reimbursables, for services to develop plans to upgrade existing electronic security systems throughout the district is \$70,000. The second phase of the work includes development of construction documents, bidding/permitting and construction administration, at a cost of \$110,000.

ORS 279B.085(1)(b) allows the Board of Directors, acting as the Local Contract Review Board to enter into a contract specific special procurement on a one-time basis for a special project. Under Section (2) College submits for approval these circumstances that justify the use of a special procurement under the standards set forth in subsection (4) demonstrating that the use of this special procurement as described in the request is unlikely to encourage favoritism and substantially promotes the public interest in a manner that could not

practicably be realized by complying with standard procurement requirements. If approved College will under Section (5) provide Public notice of the approval of this special procurement.

Sparling, Inc. has unique knowledge and understanding of the College's security needs and requirements, and technical expertise related to electronic systems. The desire to assess the security needs college-wide, develop budgets, and complete the projects concurrently with other construction on the campuses creates a short timeline to begin this work. It is in the best interest of the College to avoid delay and proceed with this consulting and technical assistance. Staff therefore requests an exception to the competitive bidding requirement.

**RECOMMENDATION:** That the Portland Community College Board, acting as the Local Contract Review Board, grant an exception to the College Contracting Rules to waive the requirements for competitive solicitation and authorize the President to negotiate and enter into a personal services contract for security consulting with Sparling, Inc. in the amount of \$180,000. Funding will be from the 2008 Bond Fund.

October 17, 2013

14-044

REVISE BOARD POLICY B 213 (FIRST READING)

PREPARED BY: Randy McEwen, Vice President

APPROVED BY: Dr. Jeremy Brown, President

REPORT: By Board Policy B 213, the Board delegates to the President the power and duty to "...adopt administrative procedures as required by Board policy, as otherwise directed by the Board, or as the President deems necessary for the effective administration of the college;"

As reviewed with the Board at its Sept. 19, 2013 meeting over the College's history, staff and the Board have exercised great care to preserve the Board's sole authority to set policy. "Policy" is widely understood within the College as those things that have the force of internal law. "Procedures" have fallen short of this level of importance.

Perhaps more importantly, the College is increasingly required to provide to regulatory agencies and agencies with whom we contract statements of policy that the College has defined as "procedures" in keeping with B 213. Frequently we have not been able to clearly meet these needs because there is a material difference in the eyes of the requesting agency between titles using "policy" versus "procedure". Even though the intent of things we consider as operating procedures is the same as the request for policy statements, the simple fact that our title is "procedure" is insufficient.

The Board could determine that it wishes to have approval authority over all the College's operating procedures so that those may be deemed "policy". Staff feels this would be an exhaustive task and difficult to manage over time, as well as a potential infringement on the President's authority granted in B 213. A more practical approach is to confer to the President authority to "...adopt operating policies and procedures...for the effective administration of the college."

RECOMMENDATION: That the Board of Directors approve on First Reading the proposed revision to Policy B 213 as shown in Exhibit A.

## College President's Duties and Responsibilities - B 213

Under its authority granted by [ORS 341.290](#), the Board establishes the office of President and delegates to the President the powers and duties as described in this policy.

The President is the Chief Executive Officer of Portland Community College and is responsible to the Board for the proper administration of the college. The President, or the President's designee:

- Shall be responsible for the organization and operation of the college;
- Shall appoint, remove, discipline and supervise all employees of the college in a manner consistent with the college personnel system and applicable collective bargaining agreements;
- Shall prepare and submit a proposed college budget for the Board's review and approval pursuant to Local Budget Law ([ORS 294.305 to 294.565](#)) and shall properly administer the budget as adopted;
- Shall prepare an annual work plan and report of accomplishments;
- Shall keep the Board advised of the financial condition and needs of the college;
- Shall be responsible for maintaining open communications with the Board and for keeping the Board informed as to all matters pertinent to the governance of the college;
- Shall make recommendations to the Board concerning Board policy;
- Shall, subject to the approval of the Board, conduct all aspects of real property transactions on behalf of the college;
- Shall adopt ~~administrative~~ **operating policies and** procedures as required by Board policy, as otherwise directed by the Board, or as the President deems necessary for the effective administration of the college;
- Shall act as the purchasing agent for the college and shall execute and administer contracts under authority of the Board;
- Shall perform other duties consistent with this policy and as required by the Board; and
- Shall exercise all powers and duties under [ORS 341.290 to ORS 341.321](#) not retained by the Board.

October 17, 2013

14-045

RESOLUTION TO APPROVE BOARD POLICY  
REVISIONS to Sections B206, B207 and B408 (First  
Reading)

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

APPROVED BY: Dr. Jeremy Brown, President

REPORT: As a result of a College's voluntary agreement with the Office of Civil Rights, staff did a comprehensive review of the existing Board policies B206, B207 and B408 on non-discrimination, non-harassment and ADA (American with Disabilities Act) respectively.

Staff engaged a large group of stakeholders across the college district including our legal counsel to review the languages, the applicable laws and regulations and our practices. Staff found a need to update the policies to reflect the changes in law and regulations that have been in place since the adoption of these existing policies.

With the concurrence of our legal counsel, staff recommends that B206 and B207 should be consolidated into one policy as they appear redundant by restating the same language verbatim in both policies. In addition, the B408 should not be under the Student Policy Section B4 as it applies to faculty and staff as well. As such, staff recommends that it should be moved to the Operating Policy Section B2.

RECOMMENDATION: That the Board approve the consolidation of B206 and B207 into Board Policy B206 and the movement of B408 to B207, together with all the updates needed and changes made to the policies, in Exhibit B and Exhibit C respectively.



## ~~Nondiscrimination – B 206~~

~~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, USERRA — Uniformed Services Employment and Reemployment Rights Act, and all civil rights laws of the City of Portland and the State of Oregon. 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.~~

~~(October 16, 2008)~~

## Nondiscrimination and Non-harassment - B 206

The Portland Community College's goal is to provide an atmosphere that encourages individuals to realize their potential. Therefore, it is against the College's policy for any manager, supervisor, faculty, staff, or student to engage in illegal harassment or discrimination of any member of the College community

~~Portland Community~~The College ~~does not tolerate~~prohibits 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 or any status protected by federal, state, or local law in any area, activity or operation of the ~~District~~College. In addition, the ~~C~~college complies with the applicable provisions of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, 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 ("USERRA"), and all local and state civil rights laws of the City of Portland and the State of Oregon.

AccordinglyUnder this policy, equal opportunity for employment, admission, and participation in the ~~college's~~College's benefit and services ~~shall~~will be extended to all persons, and the ~~college~~College ~~shall~~will promote equal opportunity and treatment through ~~a positive and continuing affirmative action plan.~~application of this policy and other College efforts designed for that purpose.

~~The prohibition against harassment or discrimination based on the use of native language does not require the College to offer classes in any language other than English. Under the College's policy harassing or discriminatory behaviors will not be tolerated. Therefore, it is the responsibility of every member of the College community to strictly comply with the policy and procedures directed by the District President to implement the policy.~~

Under the College's policy harassing or discriminatory behaviors will not be tolerated. Therefore, it is the responsibility of every member of the College community to strictly comply with the policy and procedures directed by the College President to implement the policy. This includes notifying each employee/student of his or her rights and responsibilities under PCC's the College's Nondiscrimination and Non-harassment Policy. Management staff will be held accountable for taking reasonable action to maintain work sections and educational environments free of conduct that causes, or reasonably could be considered to cause, intimidation, hostility, or discrimination.

Any person who believes he or she has been discriminated against or harassed by a College employee, representative, or student is encouraged to ~~file a complaint through the Affirmative Action Office.~~address those concerns with the Office of Equity & Inclusion. ~~Non-affirmative action eComplaints are to be filed in accordance with the appropriate collective bargaining unit, if any, or through the student grievance procedure, or about issues other than alleged discrimination or harassment may be submitted in accordance with any applicable appropriate collective bargaining agreement procedure or,~~ the procedure in the Management/Confidential Handbook, or, for students, through the student grievance procedure.

At any point in the procedure, ~~the complainant~~an individual with concerns about discrimination and/or harassment may file a complaint with (1) the Office for Civil Rights of the United States Department of Education; (2) the Equal Employment Opportunity Commission ("EEOC"); ~~(32)~~ the Oregon Bureau of Labor and Industries ("BOLI") Civil Rights Division; or ~~(34)~~ the U.S. Department of Education, Region X. ~~If the complainant chooses to file through any of these agencies or in court, the internal complaint procedure will be stopped.~~Department of Community Colleges and Workforce Development

The District College President will establish procedures that implement this ~~Policy~~policy consistently across the District.

~~(October 16, 2008)~~(October, 2013)

Current:  
Under **Students and Student Services** section

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**Americans with Disabilities Act 1991 - Policy Statement - B 408**

Portland Community College shall comply with Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1991 (ADA), and other applicable federal and state regulations that prohibit discrimination on the basis of disability. These acts mandate that no qualified person shall, solely by reason of disability be denied access to, participation in, or the benefits of any program or activity operated by the college. Each qualified person shall receive reasonable accommodation to ensure equal access to employment, educational opportunities, programs and activities, in the most appropriate integrated setting.

The President shall develop administrative standard procedures as required to carry out this policy. The President shall be responsible for dissemination of information to college staff, students and the community regarding the college's compliance with these acts.

(April 1994)

Proposed:  
Move to **Board Operations BXXX** section

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**Equal Access (Americans with Disabilities Act 1990 (as amended))<sup>4</sup> - Policy Statement - B ~~408~~207**

Portland Community College shall comply with Section 504 of the Rehabilitation Act of 1973, ~~the~~ Americans with Disabilities Act of 1990<sup>4</sup> (ADA), (as amended), and other applicable federal and state regulations that prohibit discrimination on the basis of disability. These acts mandate that no qualified person shall, solely by reason of disability be denied access to, participation in, or the benefits of any program or activity operated by the college. Each qualified person shall receive reasonable accommodation to ensure equal access to employment, educational opportunities, programs and activities, in the most appropriate integrated setting.

The College President shall develop administrative standard procedures as required to carry out this policy. The President shall be responsible for dissemination of information to college staff, students and the community regarding the college's compliance with these acts.

~~(April 1994)~~(October, 2013)

October 17, 2013

14-046

RESOLUTION TO APPROVE BOARD POLICY  
REVISIONS TO B202 (Second Reading)

PREPARED BY:

Wing-Kit Chung, Vice President, Administrative  
Services

APPROVED BY:

Dr. Jeremy Brown, President

REPORT:

During a staff review of the 'Notice of Meetings' Section of Board Policy B202, staff noted some confusion within the section. The College follows ORS 192.640 which requires posting our meeting materials in a public forum where the public can get access to them. The College meets the requirement by posting all the board materials on the internet. In addition, any interested party who requests special notification, we honor the request by sending the party a notification that the board meeting information is posted to the internet. This compliance of the law is confirmed by our legal counsel.

However, in the last paragraph of the Section, it appears to require the College to notify newspapers, television and other media regardless of whether they have requested specifically or not. It would be best for the College to clarify the language to avoid the confusion.

RECOMMENDATION:

That the Board approve the revisions to B202 in Exhibit D.

**SECTION: Notice of Meetings B202**

The secretary of the Board shall give written notice of all annual, regular, special or Executive Sessions of the Board in accordance with ORS 192.640. The written notice shall state the time and place of the meeting and the agenda, or a summary thereof, setting forth the subject matter to be considered at the meeting. In the case of annual or regular meetings, the notice should be distributed not more than seven (7) days or less than twenty-four (24) hours prior to the time of the meeting. Notice of Executive Sessions may be included in a notice of an annual, regular or special meeting, or if the meeting is to be solely an executive session notice shall be distributed not less than 24 hours prior to the time of the meeting.

Notice of an Executive Session shall not set forth the specific subject matter to be considered, but may describe in general terms the subject matter. Notice of an Executive Session shall set forth the statutory authority for the Executive Session.

Notice of meetings shall be distributed to interested organizations or persons who have requested notice of meetings of the Board. These organizations or persons may include, but not limited to, major newspapers published within the district, radio and television stations located within the district. The Secretary of the Board may make additional distribution as deemed necessary or desirable to insure maximum notice to the public of meetings of the Board.

October 17, 2013

14-047

DECLARE THE BOARD POSITION (ZONE 3) VACANT  
IN ACCORDANCE WITH ORS 341.335(1)(a)

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

APPROVED BY: Dr. Jeremy Brown, President

REPORT: This resolution is to officially declare the Zone 3 Board position for Portland Community College vacant.

Director Bob Palmer resigned on August 12, 2013 after serving as a Portland Community College board member for thirteen (13) years. Director Palmer was elected to the Portland Community College Board of Directors in May 2001 and then was re-elected in May 2003, 2007, and 2011. In order for the board position vacancy (Zone 3) to be filled, the Board must declare the position as vacant in accordance with ORS 341.335(1)(a)

RECOMMENDATION: That the Board of Directors declare the Board position in Zone 3 vacant. This will enable the Board to fill this vacant position in accordance with ORS 341-335 (3) and (5).

*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.*