



**Portland
Community
College**

Board of Directors

AGENDA

December 5, 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
December 5, 2013
Sylvania Campus, Campus Center, Rooms 238 and 239
BOARD OF DIRECTORS

AGENDA

- 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 – November 21, 2013
 - Approval of Agenda
- 7:50 PM **Information Session**
- Audit Report – Kenneth Kuhns and Co. (15 minutes)
 - Faculty Focus – Marge Dulaney (10 minutes)
 - Affordable Care Act – Lisa Bledsoe and Jennifer de Laix (10 minutes)
 - Strategic Planning – Randy McEwen (5 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.)

PERSONNEL

Page

14-063 Approval of Personnel Actions–December 5, 2013..... 458
Administrative Appointments
Ken Brown, District Bookstore Manager,
Administrative Services
Retirees:

14-064	Commendation of Retiring Employee – Barbara Beckman	459
14-065	Commendation of Retiring Employee – Teresa Flaman	460
14-066	Commendation of Retiring Employee – Leonard Kesterson	461
14-067	Commendation of Retiring Employee – Leslie Kyle	462
14-068	Commendation of Retiring Employee – Katherine Stroh.....	463

BIDS/CONTRACTS

14-069	Authorization to Extend Lease for Capitol Park Building for the 2008 Bond Program.....	464
14-070	Authorization for Fortis Construction, Inc. to Provide Construction Services for Building 1 Renovation and Building 5 General Conditions for the Rock Creek Campus 2008 Bond Program.....	465
14-071	Approve the Projected Small Works Project List for Fiscal Year 2013-2014.....	467
14-072	Authorization to Utilize an Intergovernmental Cooperative Contract to Provide Elevator Maintenance and Repair Services	469

BOARD

14-073	Revise Board Policy B 703 (First Reading)	470
14-074	Delegate Authority to College President to Develop Conceptual Structures for Potential Purchase of Real Property.....	477

8:40 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**

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

November 21, 2013

Cascade Campus, Moriarty Arts and Humanities Building, Room 104

MINUTES

BOARD ATTENDANCE

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

WORK SESSION

The board members reported out on the OCCA Annual Conference. They discussed other OCCA including the Unity Pledge, OCAA Strategic Planning, data collection. The discussed the process for the Zone 3 Vacancy.

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), and (h) Litigation

CALL TO ORDER

Chair Frisbee called the business meeting to order at 8:03 pm and invited all present to introduce themselves.

APPROVAL OF THE MINUTES

The November 21, 2013 Business Meeting minutes were approved as published. Pitts/Ladd

APPROVAL OF THE AGENDA

The agenda was approved as published. Pitts/Harper

RECOGNITION

The board recognized the Oregon NASA Scholars from PCC. The following students received certificates: Nicholas Calstrom and Sarah flake from Sylvania, Amanda Yocum and Angela Freda from Rock Creek, and Moira Gion and Teandre West from Cascade. Toby Dittrich, Andrew Hilt and Deborah Cochrane, their advisors were also in attendance.

INFORMATION SESSIONS

Cascade Update

Dr. Craig Kolins, Interim Campus President, Cascade and Rebecca Ocken, Bond Project Manager, Cascade Campus

Board members were updated on the Cascade Campus plans and the work at the Swan Island Center. The report also included information about the Cascade Campus Construction Project Learning Center and the outreach done in the community. Dr. Kolins also discussed the parking issues at Cascade and what has been done to meet the demand.

Faculty Focus

James Harrison, Professor, History and Humanities

Professor Harrison enlightened the board members about his teaching career of more than 40 years. He let the board members know about his teaching focus of critical and creative thinking and how he came to use it. He went on to discuss his methodology and tools for engagement of his students. He encourages his students to work in groups, and always learn more than what he is teaching them.

ABE High School Diploma

Dr. Craig Kolins, Interim Vice President, Cascade Campus and Veronica Garcia, Dean of Academic and Student Affairs

The state has revised the requirements for the Adult High School Degree Diploma. Because of these changes, PCC will no longer offer it. As of August 1, 2013 the AHSD Program stopped accepting new students. Currently there are 300 students who will complete the AHSD by 2015. The plan is to officially end the program on September 8, 2015. Staff have been communicating with all students in the program and other options available to them at PCC.

Panther Path

Dr. Chris Chairsell, Vice President, Academic and Student Affairs; Sylvia Gray, Instructor, History; Heather Lang, Dean of Student Development, Sylvania; Kurt Simonds, Dean of Instruction, Cascade

The panel updated the Board Members on the Planning and Performing Following the Panther Path. The college created the Panther Path after the state placed emphasis on completion for students. A Completion Investment Council (CIC) was also created as a response to the completion agenda. The CIC will provide advice and guidance to administration in order to improve student success and completion as well as proactively respond to the emerging regional and national "completion agenda". There is a visible and transparent framework for students to move through to help them understand what it takes to get through PCC.

Strategic Planning Update

Randy McEwen, Vice President, District

The board was updated on the work that has been happening with the committee and the plans for future meetings.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS MEETING

Chair Frisbee proposed approval of Resolutions 14-048 through 14-062. The motion passed unanimously. Palm/Pitts

PUBLIC COMMENT ON NON AGENDA ITEMS

None

REPORTS

AP and Faculty Federation

Frank Goulard, President, AP and Faculty Federation

Mr. Goulard stated they have went to the different campuses and centers to meet with folks for Membership meetings. Issues, concerns and triumphs were discussed. Also, a topic was the Healthy Futures and the positive benefits of it, and the appreciation for the College offering. He invited folks to the Annual Holiday Party hosted by the Federations on December 7th at Sylvania Campus from 11:00-2:00.

ASPPC

Rachel Black Elk, Chair, District Student Council

District Programmers are organizing winter activities, signature events, luau, and plans are starting for MLK Day of Service. The Legislative Team came up with top 5 issues these include: affordability, culture competence, safe and inclusion spaces on campus, safe sex and violence free campuses, and public safety reform. She thanked Rob Wagner for organizing tours of the Capitol for PCC students. The Clubs received a lot of positive feedback from campus discussions. She also noted that she was honored to have participated in Dr. Brown's investiture.

Board

Director Palm presented Chair Frisbee with OCCA 8 year award. Chair Frisbee updated everyone on the process and timeline for the Zone 3 Board Vacancy.

President Report

Strategic planning has started and is off to a great start. The President's Advisory Council is also off to a great start with 25 of the 30 members attending the first meeting at the Climb Center. Recent meetings he has had have been with Governor Kitzhaber, Treasurer Ted Wheeler, Brad Avakian the Commissioner of Labor and PSU's President Wim Wievel. There have been many campus conversations about what does the future of PCC look like. He thanked members for attending various events throughout the community. He also thanked Kristin Watkins and her team for a great Investiture.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:26 PM.

NEXT MEETING

The next business meeting of the Portland Community College Board of Directors will be held on December 5, 2013 at 7:45 PM at the Sylvania Campus.

Denise Frisbee, Chair

Dr. Jeremy Brown, President

Prepared by:

Jeannie Moton, Assistant to Board of Directors

Minutes approved on December 5, 2013

December 5, 2013

14-063

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. Administrative Appointment-Ken Brown

District Bookstore Manager

Administrative Services

Annual Salary: \$75,000 Grade: J

Effective: December 16, 2013

Education: Portland State University MBA 1992

Business Administration

University of Florida BA 1978

English

Most Recent

Experience: Portland State University
General Manager

Applicant Flow: Gender

34 Male

18 Female

3 Not Disclosed

Ethnicity

38 White (not of Hispanic Origin)

2 Black or African American

1 Asian

4 Hispanic/Latino

1 American Indian/Alaskan Native

1 Native Hawaiian/Pacific Islander

1 Two or More Selections

7 Not Disclosed

55 Total

55 Total

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN *December 5, 2013* PERSONNEL REPORT**

Male $\frac{1}{1}$

White (not of Hispanic Origin) $\frac{1}{1}$

December 5, 2013

14-064

COMMENDATION OF RETIRING EMPLOYEE –
BARBARA BECKMAN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Barbara Beckman has performed faithfully in her duties as a Student Account & Student Rep for Portland Community College since December 1, 1997. She retires effective October 31, 2013.

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

December 5, 2013

14-065

COMMENDATION OF RETIRING EMPLOYEE –
TERESA FLAMAN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Teresa Flaman has performed faithfully in her duties as a Cashier, Data Control Clerk, Business Office Cashier and Senior Business Office Cashier for Portland Community College since July 1, 1986. She retires effective November 21, 2013.

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

December 5, 2013

14-066

COMMENDATION OF RETIRING EMPLOYEE –
LEONARD KESTERSON

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Leonard Kesterson has performed faithfully in his duties as a Lab Tech Assistant, Instructional Support Tech I, Academic Comp Spec II and Instructor Computer Operator Specialist for Portland Community College since October 1, 1990. 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.

December 5, 2013

14-067

COMMENDATION OF RETIRING EMPLOYEE –
LESLIE KYLE

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Leslie Kyle has performed faithfully in her duties as a Registration Clerk and Business Office Cashier for Portland Community College since October 15, 2001. She retires effective October 31, 2013.

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

November 21, 2013

14-068

COMMENDATION OF RETIRING EMPLOYEE –
KATHERINE STROH

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Katherine Stroh has performed faithfully in her duties as a Part-time Child Development Specialist for Portland Community College since January 03, 1989. She retires effective December 31, 2013.

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

December 5, 2013

14-069

AUTHORIZATION TO EXTEND LEASE FOR CAPITOL
PARK BUILDING FOR THE 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: With Resolution 09-075, the Board authorized a lease at the Capitol Park Building of approximately 5,000 sq. ft. to provide space for staff to operate the 2008 Bond Program. Contiguous space was not available on any PCC Campus for the program. The current lease expires October 1, 2014. It is necessary to extend the lease through June 30, 2016, at which time a significant portion of the bond work will be completed, and remaining bond staff to complete projects can likely be absorbed onto campuses. The initial authorization was for \$460,000. An additional \$160,000 is required to extend the lease through the revised date.

This request plus the earlier authorization totals \$620,000. Funding for the lease will come from the 2008 Bond Program.

RECOMMENDATION: That the Board of Directors authorize the extension of the lease of the Capitol Park Building through June 30, 2016. The cost for the extension is approximately \$160,000. Expenditures for the lease will be from the 2008 bond funds.

December 5, 2013

14-070

AUTHORIZATION FOR FORTIS CONSTRUCTION, INC.
TO PROVIDE CONSTRUCTION SERVICES FOR
BUILDING 1 RENOVATION AND BUILDING 5
GENERAL CONDITIONS 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 (BA 12-012), the Board of Directors adopted findings and approved an exemption to authorize the use of the 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 Construction Manager/General Contractor 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), 13-065 (\$751,300) and 14-016 (\$738,707) includes the Building 7 partial demolition, Building 7 addition, Building 2 CTE renovations, VOIP and generator projects, Central Distribution move to leased property, storm water detention pond improvements and Building 5 preconstruction services totaling \$14,803,997.

At this time, construction work is proceeding for the renovations to Building 1, which will house the campus Facility Management Services (FMS) and Public Safety functions. These college services are being relocated from their current locations in Building 5 as part of the planned addition to that Building. The Guaranteed Maximum Price (GMP) for this project is \$1,442,328 million. In addition, authorization for an owner's

contingency of \$75,000 is requested, for a total amount of \$1,517,328.

Construction documents are in development for the addition to Building 5. The addition to Building 5 will include new classrooms, faculty workspaces, expanded student services spaces, a new food service facility, and bookstore. It is anticipated that a GMP will be established in June of 2014. Prior to establishment of the GMP, authorization is needed for project general conditions costs, including construction management, of \$586,221.

This request, totaling \$2,028,459, plus the earlier authorizations results in a revised total of \$16,832,456. Funding for the projects will come from the 2008 Bond Program.

RECOMMENDATION: That the Board of Directors authorize Fortis Construction to complete Building 1 renovations and Building 5 general conditions. The cost for these services will be approximately \$2,028,459 over the next 7 months. Expenditures for these services will be from the 2008 bond funds.

December 5, 2013

14-071

APPROVE THE PROJECTED SMALL WORKS PROJECT
LIST FOR FISCAL YEAR 2013-14

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 passing of Board Resolution #12-013 in July 2011, allowing the college to operate a small works retainer program has proven to be very beneficial to the college, and has allowed Facilities Management Services staff the flexibility to offer more contracting opportunities to the Minority, Women and Emerging Small Business (MWESB) firms which is a board contracting goal.

The attached list contains projects that staff plans to initiate during this fiscal year. For FY 2013-14, the aggregate estimated amount is \$6,589,500. This is a proposed list based on current college priorities and is subject to changes if the college's needs change. At the end of the fiscal year staff will provide the Board with a report detailing the actual projects initiated; the Vendors selected; and the status of each project.

A \$700,000 small works contingency project has been included to address unplanned and unforeseen building infrastructure and system failures that may occur. Projects funded from the \$700,000 contingency will be reported back to the Board. In addition a \$250,000 project has been included to contract with Architectural and Engineering Consultants for preplanned activities associated with FY 2014-15 construction projects. This will allow Facilities Management Services to move to a more proactive method of managing its construction projects.

RECOMMENDATION: . That the Board of Directors acting in their capacity as Local Contract Review Board approve this list of projects in Exhibit A in the aggregate amount of \$6,589,500 for Fiscal Year 2013-14. The proposed projects will be funded from the General Fund, the Capital Project Fund and the Bond Fund.

BUILDING	CAMPUS	TITLE	ESTIMATED COST
DISTRICT WIDE	DIST	Arc Fault Electrical Protection	1,407,000
DISTRICT WIDE	DIST	Energy Management System (EMS) Repairs	100,000
BUILDING 2	RC	Replace D22 Air Handler	195,000
BUILDING 7	RC	Replace 140 Ton Chiller	280,000
BUILDING 9	RC	Replace 220 Ton Chiller	220,000
MT. TABOR	SE	Exterior Emergency Lighting	25,000
CAMPUS WIDE	SY	Replace Domestic Single Wall Heat Exchangers	200,000
CAMPUS WIDE	SY	Parking Lot Lighting	500,000
DISTRICT WIDE	DIST	Painting Revitalization - All Buildings	250,000
DISTRICT WIDE	DIST	ADA Projects	250,000
DISTRICT WIDE	DIST	Kiln Yard Remodels	260,000
CAMPUS WIDE	RC	Egress Lighting	50,000
LEARNING GARDEN	SY	Paths, Permitting, Storm Water	100,000
CAMPUS WIDE	SY	Emergency Lighting Upgrades	50,000
AMO DEBERNARDIS COLLEGE CENTER	SY	Administrative Services V.P. Office Remodel	45,000
AMO DEBERNARDIS COLLEGE CENTER	SY	Foundation Office Remodel	100,000
AMO DEBERNARDIS COLLEGE CENTER	SY	Board Rooms and Corridor Remodel	120,000
AMO DEBERNARDIS COLLEGE CENTER	SY	President's Office Remodel	25,000
COLLEGE SERVICES BUILDING	SY	Smart Board for Large Conference Room	5,000
TECHNOLOGY CLASSROOM BUILDING	SY	Distance Learning Media Remodel	150,000
CLIMB CENTER	CLIMB	HVAC Replacement	225,000
GYMNASIUM	CA	Lighting Upgrade	30,000
DISTRICT WIDE	DIST	Restroom Refurbishment	300,000
CAMPUS WIDE	SY	Asbestos/Mold Abatement	250,000
HEALTH TECHNOLOGY	SY	Re-tile Gymnasium Shower Room Floor	152,500
PERFORMING ARTS CENTER	SY	Re-engineer Broken Pavers in the Courtyard	350,000
DISTRICT WIDE	DIST	Unplanned/Unscheduled Projects	700,000
DISTRICT WIDE	DIST	FY 14/15 Architectural, Engineering and Consulting Work	250,000
			6,589,500

December 5, 2013

14-072

AUTHORIZATION TO UTILIZE AN INTER-
GOVERNMENTAL COOPERATIVE CONTRACT TO
PROVIDE ELEVATOR MAINTENANCE AND REPAIR 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 company to provide the college with full elevator maintenance service and maintain a continuing system of full preventative elevator maintenance and repair services at various PCC District locations. Staff would like to utilize an existing intergovernmental cooperative contract (allowable without an additional competitive process per College Procurement Rules, CCR.205), the State of Oregon Contract #2574, which has a competitively priced contract with ThyssenKrupp Elevator Corp. for providing these services. The estimated cost of these services will exceed the \$150,000 threshold, requiring the Board of Directors approval (B505).

RECOMMENDATION: That the Board of Directors authorize the use of an intergovernmental contract for the provision of Elevator Maintenance and Repair Services and award a two-year contract to ThyssenKrupp Elevator Corp. in the amount of \$170,000, (based on an annual estimate of \$85,000), 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 \$340,000. Expenditures for this contract will come from the general fund and the capital projects fund.

December 5, 2013

14-073

REVISE BOARD POLICY B 703 (FIRST READING)

PREPARED BY: Kristin Watkins, Associate Vice President, College Advancement

APPROVED BY: Dr. Jeremy Brown, President

REPORT: By Board Policy B 703, the Board has the sole authority to approve the naming of College facilities and programs. The PCC Foundation Board makes recommendations to the College Board regarding the naming of facilities or programs in recognition of philanthropic gifts.

The PCC Foundation revised its philanthropic naming policy in November 2013 in order to provide greater clarity on several issues, including the College Board's ultimate authority for the approval of philanthropic naming of buildings, spaces, college programs, and faculty or staff positions; the process the PCC Foundation will use in proposing naming agreements and obtaining such approvals from the College Board; and the types of gifts that may be considered for philanthropic naming. The PCC Foundation's Philanthropic Naming Policy is attached as Exhibit B.

A review of the College Board's naming policy was deemed timely, given the large number of buildings coming on-line as a result of the 2008 Bond program and the Foundation Board's recent revisions to its philanthropic naming policy. The revised Board policy continues to state clearly the Board of Directors' sole authority to approve naming proposals. It is recommended that the naming of faculty and staff positions be added to the policy, along with additional clarity about the types of naming opportunities (philanthropic and honorary) the College will consider for individuals, families, entities or organizations; the role of the PCC Foundation in proposing and preparing naming agreements; and the criteria for honorary naming.

RECOMMENDATION: That the Board of Directors approve on First Reading the proposed revision to Policy B 703 as shown in Exhibit C.

Foundation Philanthropic Naming Policy

Purpose

Significant gifts to support Portland Community College (PCC) offer the opportunity for the College and Foundation to recognize and honor a donor whose generosity advances the academic mission of the College, furthers its capacity to serve the community, and enhances the College's growth and reputation.

To pay tribute, PCC may recognize donors by ascribing to a building or other campus space, college program, faculty or staff position, or endowed scholarship the name of the donor when contributions are given in minimum amounts as specified in herein.

The purpose of this policy is to:

- Provide direction and guidelines for the Foundation Board in its work with the College Board to provide philanthropic naming opportunities.
- Provide the opportunity to appropriately recognize donors for their significant gifts in support of Portland Community College; and to
- Provide guidance to donors and PCC Foundation staff on the process and general gift minimums for naming opportunities.

Philanthropic naming is a poignant and prominent honor for an individual, entity or organization deemed worthy of such recognition. The act speaks to the judgment that is exercised by the College to align the name of an individual, entity or organization with traits that are considered commendable to PCC. As such, the credentials and reputation of the individual, entity or organization for which the naming of significant property is being considered will be appropriately reviewed during the nomination process. Further, the act of philanthropic naming will be consistent to assure that the amount of the contribution warrants the proposed recognition, and to maintain the equity in the relationship of donations for similar naming opportunities.

Naming opportunities (with the exception of endowed scholarships and program funds for excellence) are exclusively controlled and approved by the Board of Directors of PCC and PCC President as per College Naming Policy B703; the PCC Foundation will adhere to and support the College policies and processes. The Foundation staff, Associate Vice President of College Advancement, and Foundation Board of Directors will in addition collaborate with the President's office to:

- Raise major gifts to support PCC and actively cultivate and steward donors.
- Recommend and nominate donors who have given the appropriate level of charitable contributions for the honor of naming of a building / space, program, or faculty or staff position at PCC.
- Create, review and approve each philanthropic naming agreement before forwarding to the PCC President and PCC Board of Directors for approval.

Naming Process and Approvals

Since the naming process has a long-term impact on the College, the approval process is designed to ensure such action is in the best interest of the College.

Foundation Philanthropic Naming Policy

All naming opportunities that involve private financial support will first be approved by the PCC Foundation Board before any action can be taken by the College review and approval process. Further, discussions with potential donors who seek naming opportunities will be conducted with the understanding that the PCC President and PCC Board of Directors reserve final approval of the naming. The exception is that endowed scholarships and program funds for excellence do not require approval by the PCC President or PCC Board of Directors, only the PCC Foundation.

Nominations/philanthropic naming proposals recommended and approved by the Foundation will be submitted in writing to the College President and Board of Directors.

Each philanthropic naming proposal will have a specific naming agreement prepared by the PCC Foundation outlining the naming provisions, recognition/stewardship, time duration, relevant history or experience suitable for nomination, significant honors and resume/bio of donor, and the expectations of the College and the donor. The Foundation Board will review and approve each naming agreement (involving financial contributions) before forwarding to the College President. The College President will perform the final review and forward to the College Board of Directors.

Each philanthropic naming agreement should reserve the right to rename or cancel naming agreements for dishonorable behavior that is inconsistent with the high stature and honor of the naming opportunity, and also should include the right to rename as future conditions might change (for example, the life of the building expires or the program is discontinued). If a renaming situation occurs, the College and Foundation should acknowledge, if appropriate, the first gift in some manner (such as a plaque or naming part of a new building). These guidelines recognize, however, that each philanthropic naming opportunity is a unique situation requiring agreement of the Foundation Board of Directors, the College Board of Directors, and the donor, and that the Foundation Board and College Board should have the discretion to apply or depart from these guidelines.

Prior to the philanthropic naming approval, the College Board shall have reasonable assurance that:

- The proposed name shall bring honor and distinction to the College and
- Any philanthropic commitments connected with the naming shall be realized.

The designation of a naming shall not be publicly announced until final approval has been obtained as required by the PCC Board of Directors.

Minimum Gift Amounts and Pledge Period

The gift levels outlined below are intended as minimum amounts to name the respective opportunity; higher minimums may be set for specific opportunities. In consultation with the PCC President and College Board of Directors, the PCC Foundation Board may adjust these minimums to reflect market conditions.

Irrevocable pledges to be paid over a period of time are acceptable; typically up to five years unless otherwise approved by the PCC President and PCC Board of Directors. The terms of payment will be outlined in the naming agreement. Naming opportunities may be considered through an irrevocable deferred gift at the discounted present value.

Foundation Philanthropic Naming Policy

Combinations of irrevocable planned gifts and cash may be considered under the right circumstances.

Facilities / Space / Equipment Naming Guidelines

In general, it is expected that a donor will make a contribution of at least \$1 million before being offered a building naming opportunity. Higher minimum amounts may be set for specific opportunities and/or minimums can be adjusted in the future by the PCC Foundation Board after consultation with the PCC President and College Board of Directors. Contributions do not have to be directly attributable to the costs of facility construction or renovation but may be directed to other philanthropic purposes at the College (scholarships, program support, etc.).

In addition, the PCC Foundation may propose naming opportunities smaller than a building in recognition of appropriate philanthropic gifts. Such naming opportunities may include space within a building (classrooms, labs), portable items (equipment or collections), tribute markers (gardens, benches), etc. These naming opportunities may be considered for philanthropic gifts that support the direct costs of these spaces or for other gifts to scholarships, program support or other areas. Decisions regarding such recognition will be made in accordance with the approval process contained in this policy.

The Foundation Board recognizes that it might be appropriate, from time to time, to recognize a donor with a naming opportunity if the donor has a significant cumulative giving history, or may have provided additional extraordinary services to the College or community, or the gift could be considered pivotal for the overall success of a campaign. These caveats will be disclosed and outlined to the Foundation Board in presenting the naming agreement for consideration.

Program Naming Guidelines

Programs of the College can also be named following the Foundation's general naming guidelines and the College Naming Policy B703. Program naming opportunities should be intended for long-term endowment gift proposals, but could be suggested to the donor for offers of support for a program for a lesser, finite number of years. Program naming gift amounts may differ from program to program and should be at least five times the program's annual budget (total equipment, salaries and benefits, materials and supplies). Naming agreements should take into consideration the amount needed to create, sustain, and/or significantly advance the program now and in the future. Program naming opportunities may also be considered for philanthropic gifts directed to areas other than the named program, for example, scholarships or facilities.

Faculty/Staff Position Naming Guidelines

Faculty and staff positions at the College can also be named to honor a donor's philanthropic gift. Faculty/staff position naming opportunities should be intended for long-term endowment proposals and other forms of recognition, but could be suggested to the donor for offers of support for a program for a lesser, finite number of years. In general, \$500,000 would be considered the minimum contribution for a faculty or staff position naming opportunity.

Foundation Philanthropic Naming Policy

Naming agreements for faculty/staff positions should be prepared focusing on particular fields and/or positions that are broad in nature and that are considered to be integral and necessary for the institution now and in the future.

Charitable gifts recognized by a named faculty or staff position can support existing or new positions and can be used to advance the position as the college sees fit, utilizing the earnings for salary or for support, training, or adjunct activities related to the position. In addition, the College may consider faculty or staff position naming opportunities for philanthropic gifts directed to areas other than the named position, such as gifts to scholarships or programs.

A donor may not require, as a condition to a donation that a particular individual be named to, or retained in, a named position. If a new position is established, the College will conduct a search to fill the position with the best qualified candidate who meets the honor and stature that the named position confers. Holders of the named position must continue to meet job/position requirements and will be required to relinquish the named position when leaving the institution or when changing roles within the College.

Guidelines for Naming Endowed Scholarships or Program Funds for Excellence

Naming opportunities are available for endowed scholarships or program funds for excellence. Endowed scholarships or program funds for excellence provide benefits in perpetuity by preserving the corpus of a gift and using fund earnings for student scholarships or other designated program needs. Endowed scholarship and program funds for excellence will have a specific fund agreement approved by the PCC Foundation Managing Director or other appropriate executive officer and the PCC Foundation Finance Committee. Approvals from the PCC President or College Board of Directors are not required for the creation of endowed scholarship or program funds for excellence.

In order for a fund or scholarship to be “endowed” it must contain a minimum principal amount of \$25,000. Donors wishing to build endowed funds are expected to make regular contributions to the fund, with the goal of reaching the minimum endowed level within five (5) years. If the fund does not reach the endowed level within five (5) years the funds shall be placed in any other Foundation fund as determined by the Foundation Board, taking into account the original intent of the donor.

EXHIBIT C: 14-073

CURRENT POLICY

College Board Policy B 703: Naming of College Facilities and Programs

The PCC Board of Directors recognizes the symbolic significance to the College and to the community associated with the naming of facilities and programs. The Board of Directors has the sole authority to approve naming agreements for all College facilities, programs and faculty/staff positions.

The College Board is receptive to naming agreements that honor and recognize individuals, families and companies that have either made or intend to make and/or pledge a substantial “major gift” through the PCC Foundation for the benefit of PCC students and programs. Additionally, the Board of Directors will consider naming proposals for individuals (living or deceased), families and companies who have provided “extraordinary service” to the College or to the community.

The Board of Directors has developed guidelines for the application and implementation of its naming policy. The College Board will seek input and involvement, when financial contributions are involved, from the PCC Foundation Board in the design of naming proposals and in the preparation of naming agreements. The College Board also reserves the right to rename or terminate naming agreements upon certain triggering events, such as conviction of the donor/honoree of a felony, passage of time, or substantial reconstruction or renovation of a structure by a new donor. Such triggering events will be set forth in the naming agreement.

PROPOSED REVISION

College Board Policy 703 B: Naming of College Facilities, Programs, and Positions

The PCC Board of directors has sole authority over the naming of College campuses, sites, buildings, facilities, parts of facilities, and faculty and staff positions. The Board recognizes the symbolic significance to the College and to the community associated with the naming of facilities, parts of facilities, programs, and faculty and staff positions in honor of individuals, families, entities or organizations that have made important contributions to the College and community.

The College will consider the following two general categories of naming opportunities for individuals, families, entities, or organizations:

Philanthropic Naming – Consideration for naming of a College facility, parts of facilities, program, faculty or staff position may be given in recognition of substantial financial gifts to the College or PCC Foundation. The PCC Foundation Board will make recommendations to the PCC President regarding naming proposals and agreements that recognize philanthropic contributions, for

approval by the PCC Board of Directors. Each philanthropic naming proposal will have a specific naming agreement prepared and approved by the PCC Foundation. The Foundation Board will review and approve each philanthropic naming agreement before forwarding to the College President. The College President will perform the final review of the proposed naming agreement and may forward to the College Board of Directors for approval.

Honorary Naming – Portland Community College considers the naming of a College facility, parts of facilities, programs, and faculty/staff positions in honor of an individual, family, entity, or organization to be one of the highest recognitions that the College can bestow. Those considered for naming honors shall have been dedicated to the purpose, nature and mission of the College and shall have achieved outstanding distinction through contributions to the College or community.

All naming recognition must be consistent with the College's mission. The proposed name should enhance the public reputation of the institution. The credentials, character, and reputation of the individual, family, entity or organization for whom the naming is being considered shall be appropriately evaluated. Naming proposals must be accompanied by appropriate supporting documentation.

The PCC Board of Directors reserves the right to rename or terminate naming agreements upon certain triggering events, such as dishonorable behavior that is inconsistent with the recognition of the naming opportunity, passage of time, substantial reconstruction or renovation of a structure, or discontinuation of a program. These conditions will be set forth in the naming agreement.

December 5, 2013

14-074

DELEGATE AUTHORITY TO COLLEGE PRESIDENT
TO DEVELOP CONCEPTUAL STRUCTURES FOR
POTENTIAL PURCHASE OF REAL PROPERTY

PREPARED BY: Randy McEwen, Vice President

FINANCIAL
RESPONSIBILITY: Randy McEwen, Vice President

APPROVED BY: Dr. Jeremy Brown, President

REPORT: The College is exploring potential purchase of real property in inner Southeast that may be necessary for creation of a PCC Health Professions Center. Properties that are being considered are or may soon be the subject of non-PCC development activity by the current owners. As such, PCC's discussion with the owners may require the interruption of the planning work currently under way. Time is of the essence in these discussions in order to preserve the College's possible interests. In addition, staff may need to consult with City planners concerning zoning and development limitations for the properties. It is essential for the College to convey that its interest is genuine and time-driven, is attentive to the interests of the owners, and is not a speculative exercise, and that the College recognizes that owners have other options, in return for their devoting time to jointly explore PCC's interests.

RECOMMENDATION: That the Board of Directors authorize the President or his designee to discuss with relevant property owners and if warranted develop detailed conceptual plans by which the College might acquire and develop real property for a Health Professions Center. No binding agreements would be developed under this authority. Such proposed agreements, if any, would be approved by future Board resolutions.

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.