



**Portland
Community
College**

Board of Directors

AGENDA

February 20, 2014

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
February 20, 2014
Rock Creek Campus, Building 9, Room 122 B and C
BOARD OF DIRECTORS

AGENDA

- 5:15 PM **Work Session** – Building 5, Room 136
- OCCA/OPC
 - HECC/OEIB
- 6:00 PM **Board Dinner** – Room 122 A
- 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) and (h) Litigation
- 7:30 PM **Call to Order** – Room 122 B and C
- Introductions
 - Approval of Board Business Meeting Minutes – January 16, 2014
 - Approval of Agenda
- 7:35 PM **Information Session**
- Faculty Focus – Mandy Ellertson (10 minutes)
 - Flair – Dee Wilson and Rhonda Boyd (10 minutes)
 - Enrollment Update – Shasta Buchanan (10 minutes)
 - Legislative Update – Rob Wagner (15 minutes)
 - 2014-2015 Budget Update – Jeremy Brown and Wing-Kit Chung (10 minutes)
 - Strategic Planning – Randy McEwen (5 minutes)
- 8:35 PM **Public Comment on Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)
- 8: 40 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

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| 14-093 | Approval of Personnel Actions–February 20, 2014 | 529 |
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Academic Appointments

John Richardson, Environmental Health and
Occupational Safety Specialist
Administrative Services, (Temporary)

Academic Appointments

Kristin Benson, Student Records Manager, Academic
and Student Affairs, (Temporary)

Edward Hawkins, Network Services Manager,
Administrative Services

Faculty Appointment

Rachel Aponte, Instructor, World Language/Spanish,
Liberal Arts and Pre-College Programs Division,
Cascade Campus, (Temporary)

Daynia Daby, Counselor, Academic and Student
Affairs, (Temporary)

Angela Highfill-Enriquez, Instructor, Business
Administration, Business, Applied Technology and
College Preparation Division, Rock Creek,
(Temporary)

Robert Kingston, Librarian, Academic and Student
Affairs, (Temporary)

Julie Romey, Instructor, Computer Application
Systems, Adult Basic Skills and Career
Technology Education Division,
Southeast/Extended Learning Campus
(Temporary)

Retirees:

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| 14-098 | Authorize an Increase to Kidder Matthews LLC's Contract to provide Retail Development Advisory and Management Services | 537 |
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| 14-100 | Authorization for O'Neill/Walsh Community Builders to Provide Mt. Tabor Renovation Construction Services for the Southeast Center Bond Construction Project | 541 |
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BOARD

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| 14-101 | Resolution Adopting the Portland Community College Supplemental Budget for the 2013-2015 Biennium, Authorizing Transfers Between Appropriation Units Categories, and Funds; and Increases in Total Budget Authority | 543 |
| 14-102 | Approval of Professional Leaves for FY14 – 15 Faculty and Academic Professionals | 551 |
| 14-103 | Authority to Change the Tuition Increase for the 2014-15 Academic Year Approved in February 2013 by Resolution 13-070..... | 555 |
| 14-104 | Portland Community College 2014 Distinguished Patron Award Nomination | 557 |
| 14-105 | Appointment of Delegate to Attend the American Association Community Colleges Annual Convention in Washington, DC, April 5-8, 2014 | 559 |

8:45 PM **Public Comment on Non-Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)

8:50 PM **Reports** (5 minutes each)
 Faculty
 Classified
 Students
 Board Members
 President

9:15 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

January 16, 2014
Sylvania Campus, Campus Center, Rooms 238 and 239
MINUTES

WORK SESSION

BOARD ATTENDANCE

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

EXECUTIVE SESSION

The Board of Directors met in accordance with ORS 192.660 (2), 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 7:30 pm and invited all present to introduce themselves.

APPROVAL OF THE MINUTES

The December 5, 2013 Business Meeting minutes were approved as published.
Harper/Pitts

APPROVAL OF THE AGENDA

The agenda was approved as published. At the request of board members, we are removing Resolution 14-089; it will be addressed in the Business Meeting.
Pitts/Madden

INFORMATION SESSIONS

Community College and Workforce Development

Gerald Hamilton, Interim Executive Director, CCWD

Mr. Hamilton stated it is unclear where CCWD is headed. OCCA is forwarding legislation that will clarify whether CCWD will be a division or office of HECC. It is evident that CCWD will be represented by the commission and Ben Cannon, its Executive Director. Folks are doing a great job with this incredible task. Board members asked how they can support CCWD as the process moves forward. Mr. Hamilton responded that advocating on capacity and keep vigilant on what is happening. It will be critical that community college boards are involved with the HECC, as distribution models are created, providing public input.

Foundation Update

Dick Stenson, President, PCC Foundation; Kristin Watkins, Associate Vice President, Advancement

Mr. Stenson presented a slide show to the Board which highlighted the achievements of the Foundation. Some of these highlights include: raising over \$2.4 million in gifts from 1,828 donors, expanding Future Connect, raising over \$1 million for the Campaign for Opportunity to support first-generation, low-income students and netting \$150,000 from Gala and \$100,000 from Golf Invitational, expanding support for faculty development, granted \$10,000 in mini-grants and aligned scholarship cycle to PCC financial aid cycle.

Faculty Focus

Julianne Johnson, Instructor, Music

Ms. Johnson reported to the Board that music is a sport. It parallels many of the same endurance skills that are needed for most sports activities. She went on to detail her teaching practices. She led the attendees in song.

PEAK

Jim Langstraat, Associate Vice President, Finance and Heiko Spoddeck, Instructor, Development Education

The Board was updated on the Mission and Goals of PEAK. The group serves the President by soliciting ideas for sustainable initiatives to reduce or control costs or increase revenue. They listed some of the ideas that have come out of PEAK. They will be reviewing some of the ideas that have been implemented.

Strategic Planning Update

Randy McEwen, Vice President

An update was provided on work that the committee has been doing. They have had 6 meetings, where first and second pass thoughts on strengths, weaknesses and threats have been developed. To this point the work has been introspective. Next meeting will focus on being extrospective.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS MEETING

Director Harper suggested that a line in Resolution 14-089 be amended from: (The input of senior management and the Board of Directors or its Finance/Audit Committee must be considered in this process.) to read (The input of senior management and the Board of Directors must be considered in this process.) No comments were made on the change. Palm/Ladd

Chair Frisbee proposed approval of Resolutions 14-075 through 14-091, excluding 14-089. The motion passed unanimously. Madden/Palm

PUBLIC COMMENT ON NON AGENDA ITEMS

None

REPORTS

AP and Faculty Federation:

Frank Goulard, President

Mr. Goulard thanked Gerald Hamilton on his work with CCWD. Winter School is coming up for AFT Leaders in Newport. He thanked all who attended the Holiday Party at Sylvania.

ASPCC:

Rachel Black Elk, Chair, District Student Council

The District Student Council meeting is being moved to January 31 in order to have students attend Day at the Capitol. They are working on plans for the End of the Year Party, it is being changed to the Left Bank annex in order to accommodate accessibility for all students.

Board Members:

Director Ladd commented that she had the opportunity to attend the opening of the Indivisible Exhibit at Cascade.

Chair Frisbee reported that five board members will be attending ACCT in Washington, DC next month. A few will also be attending the Oregon Higher Education Symposium on January 29. There are a few meeting with various city councils to promote Future Connect. Zone 3 interviews were completed last night. An announcement will be made shortly; she thanked everyone who submitted an application for consideration.

President Report:

Dr. Brown updated the group on the President's Advisory Committee. He called attention to the appointment of Dr. Sandra Fowler as the Rock Creek Campus President, beginning April 1. He thanked all who participated in the screening committee. Enrollment is down 6% college-wide, which is not unusual; it is a state-wide trend. This past Saturday was Financial Aid Day. This term the financial aid has dispersed more than \$48 million dollars in Pell Grants and student loans. Dr. Brown said he is amazed by the fact that when a term starts he only gets one or two emails complaining, while other college presidents are getting 50+. He gave kudos to folks on the front line for making this happen.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:07 PM.

NEXT MEETING

The next business meeting of the Portland Community College Board of Directors will be held on February 20, 2014 at 7:45 PM at the Rock Creek Campus.

Denise Frisbee, Chair

Dr. Jeremy Brown, President

Prepared by:

Jeannie Moton, Assistant to Board of Directors

Minutes approved on February 20, 2014

February 20, 2014

14-093

APPROVAL OF PERSONNEL ACTIONS

PREPARED BY: The Human Resources Department Staff

APPROVED BY: Dr. Jeremy Brown, President

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

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

1. Academic Professional Appointment (Temporary)– John Richardson

Environmental Health and Occupational Safety Specialist
Administrative Services

Annual Salary: \$69,165 Grade: 3 Step 17

Effective: December 30, 2013 to June 30, 2014

| | | | |
|------------|--|----|------|
| Education: | University of Minnesota Political Science | BA | 1990 |
|------------|--|----|------|

Rochester Community College
General

Most Recent

Experience: Portland Community College
Lead Mechanical Systems Technician

Applicant Flow: Article 3.64
Recruitment

2. Administrative Appointment (Temporary) –Kristin Benson

Student Records Manager

Academic and Student Affairs

Annual Salary: \$50,305 **Grade:** I

Effective: January 21, 2014 to January 20, 2015

Education: Portland State University MS 2006
Educational Policy, Foundations and Administrative

| | | |
|------------------------|----|------|
| New College of Florida | BA | 1998 |
| Environmental Studies | | |

Most Recent

Experience: Portland Community College
Records and Enrollment Services Coordinator

Applicant Flow: Direct
Appointment

3. Administrative Appointment –Edward Hawkins

Network Services Manager

Administrative Services

Annual Salary: \$72,000

Grade: K

Effective: February 21, 2014

Education: University of Nevada BA 2005
Anthropology

Most Recent

Experience: University of Nevada
Associate Director of Telecommunications

| Applicant Flow: | Gender | Ethnicity |
|-----------------|---------------|-----------------------------------|
| 16 | Male | 14 White (not of Hispanic Origin) |
| 1 | Female | 1 Black or African American |
| 2 | Not Disclosed | 1 Asian |
| | | 3 Not Disclosed |
| <hr/> 19 | | <hr/> 19 Total |

4. Faculty Appointment (Temporary)-Rachel Aponte

Instructor, World Language/Spanish

Liberal Arts and Pre-College Programs Division, Cascade Campus

Annual Salary: \$295.40 per day Step: 3

Effective: January 6, 2014 to June 20, 2014 (2 term daily rate)

Education: University of California PhD 2004
Spanish
California College of Arts BA 1991
Visual Arts with Distinction

Most Recent

Experience: Portland Community College
Instructor, World Language/Spanish (Adjunct)

Applicant Flow: Article 3.64
Appointment

5. Faculty Appointment (Temporary)-Daynia Daby

Counselor

Academic and Student Affairs

Annual Salary: \$275.73 per day Step: 1

Effective: January 6, 2014 to June 20, 2014 (2 term daily rate)

Education: Notre Dame University MA 2003
Counseling Psychology
University of Minnesota BS 1999
Family Social Sciences

Most Recent
Experience: Portland Community College
Counselor (Adjunct)

Applicant Flow: Article 3.64
Appointment

6. Faculty Appointment (Temporary)-Angela Highfill-Enriquez

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

Annual Salary: \$275.73 per day Step: 1
Effective: January 6, 2014 to June 20, 2014 (2 term daily rate)

Education: Rochester Institute of Technology MBA 1995
Business Administration
Augusta College BA 1991
Business Administration

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

Applicant Flow: Article 3.64
Appointment

7. Faculty Appointment (Temporary)-Robert Kingston

Librarian
Academic and Student Affairs

Annual Salary: \$295.40 per day Step: 3
Effective: January 27, 2014 to June 20, 2014 (2 term daily rate)

Education: Syracuse University MLS 1998
Library and Information Systems
University of Washington MM 1993
Music
University of Puget Sound BA 1987
Music

Most Recent
Experience: Portland Community College
Reference Librarian (Adjunct)

Applicant Flow: Article 3.64
Appointment

8. Faculty Appointment (Temporary)-Julie Romey

Instructor, Computer Application Systems
Adult Basis Skills and Career Technology Education Division,
Southeast/Extended Learning Campus
Annual Salary: \$295.40 per day Step: 3
Effective: January 6, 2014 to June 20, 2014 (2 term daily rate)

| | | | |
|------------|-----------------------------|-----|------|
| Education: | University of Florida | MED | 2007 |
| | Curriculum and Instruction | | |
| | Pacific Lutheran University | BA | 1993 |
| | Computer Science | | |

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

Applicant Flow: Article 3.64
Appointment

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN *February 20, 2014* PERSONNEL REPORT**

| | |
|--------------------------------|-------|
| Male | 3 |
| Female | 5 |
| | <hr/> |
| | 8 |
| White (not of Hispanic Origin) | 7 |
| Hispanic/Latino | 1 |
| | <hr/> |
| | 8 |

February 20, 2014

14-094

COMMENDATION OF RETIRING EMPLOYEE –
KATHLEEN KUBA

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Kathleen Kuba has performed faithfully in her duties as a Coordinator/Education, Specialist Co-Op Education/Student Employment and Part Time Faculty for Portland Community College since July 21, 2003. She retires effective March 31, 2014.

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

February 20, 2014

14-095

COMMENDATION OF RETIRING EMPLOYEE –
STEVEN MCCOY

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Steven McCoy has performed faithfully in his duties as a Vending Route Technician for Portland Community College since April 30, 2003. He retires effective February 28, 2014.

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

February 20, 2014

14-096

COMMENDATION OF RETIRING EMPLOYEE –
GARY PALMER

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Gary Palmer has performed faithfully in his duties as a Program Manager II in Community Education and a Part-time Instructor for Portland Community College since May 23, 2002. He retires effective February 2, 2014.

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

February 20, 2014

14-097

CONTINUOUS APPOINTMENT: FACULTY

PREPARED BY: Nancy Cloud, Human Resources Assistant

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

The President RECOMMENDS that the following Faculty having fulfilled the required probationary period, be granted continuous appointment, effective September 1, 2013:

| Continuous Appointments | Job Title |
|----------------------------|------------------------|
| Emiliano Vega | Instructor/Mathematics |

February 20, 2014

14-098

AUTHORIZE AN INCREASE TO KIDDER MATTHEWS
LLC'S CONTRACT TO PROVIDE RETAIL
DEVELOPMENT ADVISORY AND MANAGEMENT
SERVICES

PREPARED BY: Avelina Gulmatico, Bond Procurement Coordinator

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

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

REPORT: On April 19, 2012 (BA 12-092), the Board of Directors approved a contract with Kidder Matthews and Segner Inc (now known as Kidder Matthews LLC) for an initial amount of \$50,000. Kidder Matthews was hired on a competitive basis to develop retail environments complementing both the College's auxiliary services enterprises (bookstore and campus food service) and businesses near the Cascade Campus and Southeast Center. The services also included recommending appropriate retail site and infrastructure; advising on tenants' space lease terms and requirements; soliciting and evaluating potential retail site occupants; negotiating lease terms with selected tenants in coordination with College staff and legal counsel; and managing ongoing retail presence and tenants' lease agreements.

The College has developed lease spaces as part of the bond construction for several reasons, including providing amenities to students in areas that College-run food services were not deemed viable, City planning encouragement to activate campus borders, safety considerations to promote active use, and sensitivity to integrate the College into its surrounding neighborhoods. This is a new venture for the College, however, and much consideration has been necessary to achieve the College's desired results. Subsequent to the issuing of the contract, the College had the need to complete a lease with a retail tenant for the Willow Creek Center.

Kidder Matthews reviewed and made recommendations on the College's tenant improvements to the space, and provided assistance to develop terms and negotiate the lease with the tenant. Kidder Matthews played a significant role in the development of the Paragon property (near Cascade), which had significant structural issues, to ensure that the remodel would result in a space that could be leased and subdivided depending on the tenant. Currently, the Paragon and Kanjaya (also near Cascade) are being used in lieu of trailers at the Cascade construction job site, due to site constraints. After the completion of Cascade bond construction, the College will require assistance if the Paragon and Kanjaya properties are to be leased. The retail spaces at SE Center have also required more consulting time than anticipated, to coordinate with the architect and contractor to identify issues and develop spaces that will be commercially viable. Using Kidder Matthews, the College is beginning negotiations with the first tenant at the SE Library, and will have two to three tenant spaces to fill for the Student Commons. After careful review, the Bond Program would like to request up to an additional \$100,000 for the completion of scope for Cascade Campus and Southeast Center.

RECOMMENDATION: That the Board of Directors authorize an increase to Kidder Matthews LLC's contract to provide retail advisory development and management services for the College. The contract is valid through April, 2017 with a revised total of \$150,000. Funding is from the 2008 Bond Fund.

February 20, 2014

14-099

AUTHORIZE AN INCREASE TO VIRTUAL
INFORMATION EXECUTIVES, LLC'S CONTRACT FOR
THE COMPLETION OF COLLEGE NETWORK RE-
DESIGN PROJECT

PREPARED BY: Avelina Gulmatico, Bond Procurement Coordinator

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

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

REPORT: On June 20, 2013 (BA 13-147), the College Board of Directors approved a contract with Virtual Information Executives, LLC (VIE) to provide network-consulting services, not to exceed \$500,000. VIE was selected through an interview process by TSS management, a total of three firms were interviewed and VIE was selected based their technical expertise for this type of project. Technology Solutions Services (TSS) chose VIE to provide network consulting services including upgrading the existing network infrastructure, assisting staff with high level design, and deployment of a new network architecture. From the approved amount, a total of \$147,000 has been spent on the network re-design capital project (funded by the 2008 bond program,) and \$106,000 has been spent on operations planning and support, a need created by the vacant network positions during the recruitment period and a medical leave by a key network manager, an operating expense funded by the TSS Department. The remaining funds (\$247,000) from the current approval will be used for the completion of TSS operating projects. After careful review, it has been determined that additional spending authority of \$350,000 is necessary to complete the network re-design project districtwide. If approved, this resolution plus the original resolution (BA 13-147) will authorize total VIE authority of \$497,000 for the network re-design project (bond-funded) and \$353,000 for ongoing College operational support (a general fund expense).

The contract with VIE is based on an existing cooperative contract with Washington Department of Information Services master contract, reference #T12-MST-628, valid through June 30, 2015. The College Procurement Rules (CCR 214) allow the use of cooperative contracts without issuing a competitive process.

RECOMMENDATION: That the Board of Directors approve additional funding and authorize the department to continue contracting with Virtual Information Executives for the completion of network redesign project districtwide, for an additional cost of \$350,000, as further defined in the Report above. Funding will be from the 2008 Bond Fund.

February 20, 2014

14-100

AUTHORIZATION FOR O'NEILL/WALSH COMMUNITY BUILDERS TO PROVIDE MT. TABOR RENOVATION CONSTRUCTION SERVICES FOR THE SOUTHEAST CENTER BOND CONSTRUCTION PROJECT

PREPARED BY: Kathy Kiaunis, Manager, Bond Finance

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

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

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

After a formal Request for Proposals process, per Resolution 12-075 (\$500,000), the Board awarded the CM/GC contract for the Southeast Center 2008 bond program to O'Neill/Walsh Community Builders. Resolutions to date, including 13-027 (\$26,749,147), 13-059 (\$905,525), 13-066 (\$2,362,460), 13-079 (\$683,613), 13-090 (\$1,100,000), 13-150 (\$3,897,009), and 14-008 (\$472,214) have authorized \$36,669,968 for work including the learning commons, student commons, Legin demolition, Tabor Kitchen, German American Society (GAS), off-site improvements, and a project contingency.

With the opening of the Library for Spring term, the second phase of improvements to the Mt. Tabor building are planned. The renovations will create spaces for ASPCC, the Women's Resource Center, Multi-cultural Center, Teaching Learning Center, Career Center, and Public Safety. The former bookstore space will be converted into a classroom/conference room. The former library/tutoring area will be renovated for alternative programs, including Gateway to College. The guaranteed maximum price (GMP) for the project is

\$438,000. An owner's contingency of \$500,000 is also requested, for this project and for completion of outstanding work, for a total authorization of \$938,000.

This resolution plus the earlier authorizations total \$37,607,968. Construction is anticipated to be complete by Fall 2014.

RECOMMENDATION: That the Board of Directors authorize O'Neill/Walsh Community Builders to complete the phase II Mt. Tabor renovations and an owner's contingency for a total of \$938,000. The funds are from the 2008 Bond Program.

February 20, 2014

14-101

RESOLUTION ADOPTING THE PORTLAND
COMMUNITY COLLEGE SUPPLEMENTAL BUDGET
FOR THE 2013-2015 BIENNIUM, AUTHORIZING
TRANSFERS BETWEEN APPROPRIATION UNITS
CATEGORIES, AND FUNDS; AND INCREASES IN
TOTAL BUDGET AUTHORITY

PREPARED BY: Christina Day, Budget Manager, Financial Services

APPROVED BY: James Langstraat, Associate Vice President of
Financial Services
Wing-Kit Chung, Vice President of Administrative
Services
Dr. Jeremy Brown, President

REPORT: In June 2013, the District adopted a biennial budget based on estimated fund balances and labor negotiation results. Since that time, the annual audit has been completed and labor negotiations have been finalized. The primary purpose of this supplemental budget is to adjust the FY13-15 Adopted Budget for changes related to these issues. Additionally, the supplemental budget includes a revised estimate in General Fund revenue resulting from post-adoption changes in State of Oregon community college allocations.

The changes presented are necessary to ensure compliance with the requirement of Sections 294.463 (Transfer of appropriations within fund or between funds) and 294.471/294.473 (Supplemental Budgets) of the Oregon Revised Statutes. This budget amendment will not require an additional tax levy.

RECOMMENDATION: Staff recommends the Board of Directors approve this Resolution to amend the Biennial Fiscal Year 2013-15 Budget as outlined in the attached Exhibit A.

BE IT THEREFORE RESOLVED that the budget for the Portland Community College District as adopted for the 2013-15 biennium commencing July 1, 2013 is hereby amended as outlined in Exhibit A.

ADOPTED BY THE GOVERNING BOARD OF THE
PORTLAND COMMUNITY COLLEGE DISTRICT
THIS 20th DAY OF February 2014.

ATTEST:

APPROVED:

Dr. Jeremy Brown
President

Denise Frisbee
Chair
Board of Directors

EXHIBIT A

| | 2013-15 Biennium ADOPTED BUDGET | FY14 #1 Supplemental Budget | 2013-15 Biennium ADJUSTED BUDGET |
|---|--|-----------------------------------|---|
| GENERAL FUND | | | |
| REVENUES: | | | |
| From local sources | | | |
| Property Tax - current year | \$55,743,294 | 0 | \$55,743,294 |
| Property Tax - prior year | 1,453,482 | 0 | 1,453,482 |
| Tuition and fees | 210,809,836 | 0 | 210,809,836 |
| Interest from investments | 1,079,268 | 0 | 1,079,268 |
| Other local sources | 2,229,376 | 0 | 2,229,376 |
| From state sources | 118,158,464 | 15,698,705 | 133,857,169 |
| Operating transfers in: | | 0 | 0 |
| From Contracts & Grants Fund | 3,276,181 | 0 | 3,276,181 |
| From CEU/CED | 355,119 | 411,227 | 766,346 |
| From PERS Internal Reserve | 3,360,884 | 0 | 3,360,884 |
| From Bookstore Fund | 996,779 | 0 | 996,779 |
| From Auxiliary Fund | 142,545 | 0 | 142,545 |
| From Student Financial Aid Fund | 511,936 | 0 | 511,936 |
| From Capital Lease Purchase | 1,000 | 18,000 | 19,000 |
| From Print Center Fund | 91,542 | 0 | 91,542 |
| From Parking Operations Fund | 771,502 | 0 | 771,502 |
| From Food Services Fund | 113,939 | 0 | 113,939 |
| Total Operating Revenues | 399,095,147 | 16,127,932 | 415,223,079 |
| Beginning Fund Balance | 21,500,000 | (3,887,451) | 17,612,549 |
| TOTAL GENERAL FUND REVENUES | \$420,595,147 | \$12,240,481 | 432,835,628 |
| BY APPROPRIATION UNIT: | | | |
| Program Areas | | | |
| Sylvania | 89,007,521 | \$3,402,826 | 92,410,347 |
| Rock Creek | 59,325,658 | \$1,751,921 | 61,077,579 |
| Cascade | 51,049,112 | \$859,396 | 51,908,508 |
| Extended Learning | 24,001,282 | \$2,438,387 | 26,439,669 |
| Non-program areas: | | | |
| Personal Services | 109,852,394 | \$4,135,680 | 113,988,074 |
| Materials, Services & Supplies | 47,043,087 | (\$1,826,245) | 45,216,842 |
| Capital Outlay | 2,337,788 | (\$6,945) | 2,330,843 |
| Transfers | 4,580,991 | (\$8,194) | 4,572,797 |
| Contingency | 25,354,426 | 1,493,655 | 26,848,081 |
| Total Appropriation | 412,552,259 | 12,240,481 | 424,792,740 |
| Unappropriated Ending Fund Balance | 8,042,888 | 0 | 8,042,888 |
| TOTAL GENERAL FUND REQUIREMENTS | 420,595,147 | 12,240,481 | 432,835,628 |
| | | | |
| | 2013-15 Biennium ADOPTED BUDGET | FY14 #1 Supplemental Budget | 2013-15 Biennium ADJUSTED BUDGET |
| AUXILIARY FUND | | | |
| REVENUES: | | | |
| Facilities Usage | \$603,982 | 0 | \$603,982 |
| Campus Activities | \$177,346 | 0 | \$177,346 |
| Other Revenues | \$60,800 | 0 | \$60,800 |
| Transfers | 1,000 | 9,385 | \$10,385 |
| Total Operating Revenues | \$843,128 | \$9,385 | \$852,513 |
| Beginning Fund Balance | 639,160 | 28,911 | 668,071 |
| TOTAL GENERAL FUND REVENUES | \$1,482,288 | \$38,296 | \$1,520,584 |
| EXPENDITURES AND OTHER REQUIREMENTS: | | | |
| Facilities Usage | \$779,102 | \$6,920 | \$786,022 |
| Campus Activities | \$314,454 | \$580 | \$315,034 |
| Sustainability | \$15,000 | \$0 | \$15,000 |
| Transfers | \$142,545 | (\$8,138) | \$134,407 |
| Contingency | 200,000 | 38,934 | 238,934 |
| Sub-total | \$1,451,101 | \$38,296 | 1,489,397 |
| Unappropriated Ending Fund Balance | 31,187 | 0 | \$31,187 |
| TOTAL AUXILIARY FUND REQUIREMENTS | \$1,482,288 | \$38,296 | \$1,520,584 |

| | 2013-15 Biennium ADOPTED BUDGET | FY14 #1 Supplemental Budget | 2013-15 Biennium ADJUSTED BUDGET |
|---|--|-----------------------------------|---|
| CEU/CED FUND | | | |
| REVENUES: | | | |
| CEU/CED Charges | 11,603,901 | 0 | 11,603,901 |
| Other local sources | 2,329,707 | 0 | 2,329,707 |
| Transfer | 633,037 | 0 | 633,037 |
| Total Operating Revenues | \$14,566,645 | \$0 | \$14,566,645 |
| Beginning Fund Balance | 372,751 | 440,100 | 812,851 |
| TOTAL REVENUES | \$14,939,396 | \$440,100 | \$15,379,496 |
| EXPENDITURES AND OTHER REQUIREMENTS: | | | |
| Sylvania Campus | \$432,869 | (\$2,830) | \$430,039 |
| Extended Learning Campus | 12,998,617 | \$17,959 | \$13,016,576 |
| Cascade Campus | 84,424 | \$668 | \$85,092 |
| Transfers | 988,156 | \$0 | \$988,156 |
| Contingency | 435,330 | 424,303 | 859,633 |
| Sub-total | \$14,939,396 | \$440,100 | \$15,379,496 |
| Unappropriated Ending Fund Balance | 0 | 0 | \$0 |
| TOTAL FUND REQUIREMENTS | \$14,939,396 | \$440,100 | \$15,379,496 |
| CONTRACTS AND GRANTS FUND | | | |
| REVENUES: | | | |
| Local Sources | 11,922,650 | 0 | 11,922,650 |
| State Sources | 13,330,137 | 0 | 13,330,137 |
| Federal Sources | 31,879,962 | 0 | 31,879,962 |
| Transfers | 376,403 | 0 | 376,403 |
| Total Operating Revenues | \$57,509,152 | \$0 | \$57,509,152 |
| Beginning Fund Balance | 2,491,518 | (230,719) | 2,260,799 |
| TOTAL REVENUES | \$60,000,670 | (\$230,719) | \$59,769,951 |
| EXPENDITURES AND OTHER REQUIREMENTS: | | | |
| State Grants | \$13,330,366 | \$0 | \$13,330,366 |
| Federal Contracts | \$29,142,593 | \$0 | \$29,142,593 |
| Local Contracts | \$11,954,502 | \$0 | \$11,954,502 |
| Transfers | \$3,276,181 | \$0 | \$3,276,181 |
| Contingency | 2,297,028 | (230,719) | 2,066,309 |
| Sub-total | \$60,000,670 | (\$230,719) | \$59,769,951 |
| Unappropriated Ending Fund Balance | 0 | 0 | \$0 |
| TOTAL FUND REQUIREMENTS | \$60,000,670 | (\$230,719) | \$59,769,951 |
| STUDENT ACTIVITIES FUND | | | |
| REVENUES: | | | |
| Student Activities Fee | 3,649,800 | 0 | \$3,649,800 |
| Other local sources | 75,000 | 0 | \$75,000 |
| Interest Income | 2,725 | 0 | \$2,725 |
| Total Operating Revenues | \$3,727,525 | \$0 | \$3,727,525 |
| Beginning Fund Balance | 500,000 | 54,381 | \$554,381 |
| TOTAL REVENUES | \$4,227,525 | \$54,381 | \$4,281,906 |
| EXPENDITURES AND OTHER REQUIREMENTS: | | | |
| Sylvania Campus | \$1,357,878 | \$7,025 | \$1,364,903 |
| Rock Creek Campus | \$1,034,516 | \$4,924 | \$1,039,440 |
| Cascade Campus | 882,688 | \$16,724 | \$899,412 |
| Extended Learning Campus | 356,434 | \$11,943 | \$368,377 |
| District-wide programs | 335,733 | \$106 | \$335,839 |
| Contingency | 260,276 | 13,659 | \$273,935 |
| Sub-total | \$4,227,525 | \$54,381 | \$4,281,906 |
| Unappropriated Ending Fund Balance | 0 | 0 | \$0 |
| TOTAL FUND REQUIREMENTS | \$4,227,525 | \$54,381 | \$4,281,906 |

| | 2013-15 Biennium ADOPTED BUDGET | FY14 #1 Supplemental Budget | 2013-15 Biennium ADJUSTED BUDGET |
|---|--|-----------------------------------|---|
| STUDENT FINANCIAL AID FUND | | | |
| REVENUES: | | | |
| Private Sources | 3,782,660 | 0 | \$3,782,660 |
| Federal Sources | 397,730,060 | 0 | \$397,730,060 |
| Interest | 16,620 | 0 | \$16,620 |
| Transfers | 1,452,490 | 0 | \$1,452,490 |
| Total Operating Revenues | \$402,981,830 | \$0 | \$402,981,830 |
| Beginning Fund Balance | 1,175,711 | 149,780 | \$1,325,491 |
| TOTAL REVENUES | \$404,157,541 | \$149,780 | \$404,307,321 |
| EXPENDITURES AND OTHER REQUIREMENTS: | | | |
| College Funded Programs | \$821,544 | \$0 | \$821,544 |
| Federal Programs | \$401,400,152 | \$0 | \$401,400,152 |
| Short Term Student Loans | 599,620 | \$0 | \$599,620 |
| Transfer | 511,936 | \$0 | \$511,936 |
| Contingency | 824,289 | 149,780 | \$974,069 |
| Sub-total | \$404,157,541 | \$149,780 | \$404,307,321 |
| Unappropriated Ending Fund Balance | 0 | 0 | \$0 |
| TOTAL FUND REQUIREMENTS | \$404,157,541 | \$149,780 | \$404,307,321 |
| CAPITAL PROJECTS FUND - 2000 | | | |
| REVENUES: | | | |
| Other Sources | 200,000 | 0 | \$200,000 |
| Interest | 200,000 | 0 | \$200,000 |
| Transfers | 2,200,000 | (205,797) | \$1,994,203 |
| Total Operating Revenues | \$2,600,000 | \$0 | \$2,394,203 |
| Beginning Fund Balance | 11,131,435 | (348,296) | \$10,783,139 |
| TOTAL REVENUES | \$13,731,435 | (\$348,296) | \$13,177,342 |
| EXPENDITURES AND OTHER REQUIREMENTS: | | | |
| Capital Outlay | \$7,556,413 | (\$205,797) | \$7,350,616 |
| Transfers | \$0 | \$0 | \$0 |
| Contingency | 3,000,000 | (348,296) | \$2,651,704 |
| Sub-total | \$10,556,413 | (\$554,093) | \$10,002,320 |
| Unappropriated Ending Fund Balance | 3,175,022 | 0 | \$3,175,022 |
| TOTAL FUND REQUIREMENTS | \$13,731,435 | (\$554,093) | \$13,177,342 |
| CAPITAL CONSTRUCTION FUND - 2200 | | | |
| REVENUES: | | | |
| Interest | 3,650,000 | 0 | \$3,650,000 |
| Proceeds from Bond Sales | 0 | 0 | \$0 |
| State Sources | 9,000,000 | 0 | \$9,000,000 |
| Other Revenues | 860,514 | 0 | \$860,514 |
| Transfers | 0 | 7,000 | \$7,000 |
| Total Operating Revenues | \$13,510,514 | \$0 | \$13,517,514 |
| Beginning Fund Balance | 251,868,573 | (13,328,903) | \$238,539,670 |
| TOTAL REVENUES | \$265,379,087 | (\$13,328,903) | \$252,057,184 |
| EXPENDITURES AND OTHER REQUIREMENTS: | | | |
| Sylvania Campus | \$37,000,000 | \$0 | \$37,000,000 |
| Cascade Campus | \$45,500,000 | \$0 | \$45,500,000 |
| Rock Creek Campus | \$50,000,000 | \$0 | \$50,000,000 |
| Southeast Campus | \$43,000,000 | \$0 | \$43,000,000 |
| District-wide Projects | \$47,000,000 | (\$115,687) | \$46,884,313 |
| Bond Issuance Costs | \$0 | \$0 | \$0 |
| Transfers | \$0 | \$0 | \$0 |
| Contingency | 40,000,000 | (13,206,216) | \$26,793,784 |
| Sub-total | \$262,500,000 | (\$13,321,903) | \$249,178,097 |
| Unappropriated Ending Fund Balance | 2,879,087 | 0 | \$2,879,087 |
| TOTAL FUND REQUIREMENTS | \$265,379,087 | (\$13,321,903) | \$252,057,184 |

| | 2013-15 | | 2013-15 |
|---|---------------------|------------------|---------------------|
| | Biennium | FY14 #1 | Biennium |
| | ADOPTED | Supplemental | ADJUSTED |
| COLLEGE BOOKSTORE FUND | BUDGET | Budget | BUDGET |
| REVENUES: | | | |
| Sale of Merchandise | 33,056,639 | 0 | \$33,056,639 |
| Interest | 166,864 | 0 | \$166,864 |
| Miscellaneous Income | 169,348 | 0 | \$169,348 |
| Total Operating Revenues | \$33,392,851 | \$0 | \$33,392,851 |
| Beginning Fund Balance | 13,566,612 | 884,835 | \$14,451,447 |
| TOTAL RESOURCES | \$46,959,463 | \$884,835 | \$47,844,298 |
| EXPENDITURES AND OTHER REQUIREMENTS: | | | |
| Bookstore Operations | \$33,470,951 | \$67,942 | \$33,538,893 |
| Transfers | \$996,779 | \$0 | \$996,779 |
| Contingency | 3,114,147 | (67,942) | \$3,046,205 |
| Sub-total | \$37,581,877 | \$0 | \$37,581,877 |
| Unappropriated Ending Fund Balance | 9,377,586 | 884,835 | \$10,262,421 |
| TOTAL FUND REQUIREMENTS | \$46,959,463 | \$884,835 | \$47,844,298 |
| | | | |
| | 2013-15 | | 2013-15 |
| | Biennium | FY14 #1 | Biennium |
| | ADOPTED | Supplemental | ADJUSTED |
| FOOD SERVICES FUND | BUDGET | Budget | BUDGET |
| REVENUES: | | | |
| Food Sales | 11,393,876 | 0 | \$11,393,876 |
| Interest | 6,000 | 0 | \$6,000 |
| Transfers | 0 | 0 | \$0 |
| Total Operating Revenues | \$11,399,876 | \$0 | \$11,399,876 |
| Beginning Fund Balance | 582,084 | 32,755 | \$614,839 |
| TOTAL REVENUES | \$11,981,960 | \$32,755 | \$12,014,715 |
| EXPENDITURES AND OTHER REQUIREMENTS: | | | |
| Food Service Operations | \$11,037,899 | (\$18,451) | \$11,019,448 |
| Transfers | \$113,939 | \$0 | \$113,939 |
| Contingency | 830,122 | 51,206 | \$881,328 |
| Sub-total | \$11,981,960 | \$32,755 | \$12,014,715 |
| Unappropriated Ending Fund Balance | 0 | 0 | \$0 |
| TOTAL FUND REQUIREMENTS | \$11,981,960 | \$32,755 | \$12,014,715 |
| | | | |
| | 2013-15 | | 2013-15 |
| | Biennium | FY14 #1 | Biennium |
| | ADOPTED | Supplemental | ADJUSTED |
| PARKING OPERATIONS FUND | BUDGET | Budget | BUDGET |
| REVENUES: | | | |
| Parking Permits | 6,500,168 | 0 | \$6,500,168 |
| Parking Fines | 513,486 | 0 | \$513,486 |
| Misc Revenue | 2,355,600 | 0 | \$2,355,600 |
| Interest | 28,766 | 0 | \$28,766 |
| Transfers | 94,810 | 0 | \$94,810 |
| Total Operating Revenues | \$9,492,830 | \$0 | \$9,492,830 |
| Beginning Fund Balance | 3,384,911 | 491,298 | \$3,876,209 |
| TOTAL REVENUES | \$12,877,741 | \$491,298 | \$13,369,039 |
| EXPENDITURES AND OTHER REQUIREMENTS: | | | |
| Operations | \$9,392,270 | \$10,518 | \$9,402,788 |
| Transfers | \$771,502 | \$0 | \$771,502 |
| Contingency | 1,713,969 | 480,780 | \$2,194,749 |
| Sub-total | \$11,877,741 | \$491,298 | \$12,369,039 |
| Unappropriated Ending Fund Balance | 1,000,000 | 0 | \$1,000,000 |
| TOTAL FUND REQUIREMENTS | \$12,877,741 | \$491,298 | \$13,369,039 |

| | 2013-15 Biennium | FY14 #1 | 2013-15 Biennium |
|---|---------------------|---------------------|---------------------|
| PRINT CENTER FUND | ADOPTED | Supplemental | ADJUSTED |
| REVENUES: | BUDGET | Budget | BUDGET |
| Internal Charges | 1,083,971 | 0 | \$1,083,971 |
| External Charges | 49,706 | 0 | \$49,706 |
| Copy Machine revenues | 1,153,586 | 0 | \$1,153,586 |
| Misc revenues | 145,405 | 0 | \$145,405 |
| Total Operating Revenues | \$2,432,668 | \$0 | \$2,432,668 |
| Beginning Fund Balance | 309,441 | (12,408) | \$297,033 |
| TOTAL REVENUES | \$2,742,109 | (12,408) | \$2,729,701 |
| EXPENDITURES AND OTHER REQUIREMENTS: | | | |
| Operations | \$2,294,057 | (\$8,252) | \$2,285,805 |
| Transfers | \$91,542 | \$0 | \$91,542 |
| Contingency | 298,319 | (4,156) | \$294,163 |
| Sub-total | \$2,683,918 | (12,408) | \$2,671,510 |
| Unappropriated Ending Fund Balance | 58,191 | 0 | \$58,191 |
| TOTAL FUND REQUIREMENTS | \$2,742,109 | (12,408) | \$2,729,701 |
| | | | |
| | 2013-15 Biennium | FY14 #1 | 2013-15 Biennium |
| PERS INTERNAL SERVICE FUND | ADOPTED | Supplemental | ADJUSTED |
| REVENUES: | BUDGET | Budget | BUDGET |
| Charges to Depts | 13,415,148 | 0 | \$13,415,148 |
| Interest | 741,763 | 0 | \$741,763 |
| Total Operating Revenues | \$14,156,911 | \$0 | \$14,156,911 |
| Beginning Fund Balance | 39,702,942 | (4,220,369) | \$35,482,573 |
| TOTAL REVENUES | \$53,859,853 | (4,220,369) | \$49,639,484 |
| EXPENDITURES AND OTHER REQUIREMENTS: | | | |
| Transfers | \$20,404,477 | \$0 | \$20,404,477 |
| Contingency | 200,000 | 0 | \$200,000 |
| Sub-total | \$20,604,477 | \$0 | \$20,604,477 |
| Unappropriated Ending Fund Balance | 33,255,376 | (4,220,369) | \$29,035,007 |
| TOTAL FUND REQUIREMENTS | \$53,859,853 | (4,220,369) | \$49,639,484 |
| | | | |
| | 2013-15 Biennium | FY14 #1 | 2013-15 Biennium |
| RISK MANAGEMENT FUND | ADOPTED | Supplemental | ADJUSTED |
| REVENUES: | BUDGET | Budget | BUDGET |
| Charges to Depts | 3,450,568 | 0 | \$3,450,568 |
| Insurance Reimbursements | 48,636 | 0 | \$48,636 |
| Interest | 129,580 | 0 | \$129,580 |
| Transfers | 0 | 189,356 | 189,356 |
| Total Operating Revenues | \$3,628,784 | \$189,356 | \$3,818,140 |
| Beginning Fund Balance | 3,849,209 | (193,102) | \$3,656,107 |
| TOTAL REVENUES | \$7,477,993 | (193,102) | \$7,474,247 |
| EXPENDITURES AND OTHER REQUIREMENTS: | | | |
| Self-insurance and Risk Admin | \$3,711,061 | \$211,282 | \$3,922,343 |
| Transfers | \$0 | \$0 | \$0 |
| Contingency | 975,775 | (215,028) | \$760,747 |
| Sub-total | \$4,686,836 | (215,028) | \$4,683,090 |
| Unappropriated Ending Fund Balance | 2,791,157 | 0 | \$2,791,157 |
| TOTAL FUND REQUIREMENTS | \$7,477,993 | (215,028) | \$7,474,247 |

| | 2013-15 Biennium | FY14 #1 | 2013-15 Biennium |
|---|---------------------|---------------------|---------------------|
| EARLY RETIREMENT FUND | ADOPTED | Supplemental | ADJUSTED |
| REVENUES: | BUDGET | Budget | BUDGET |
| Interest | 120,554 | 0 | \$120,554 |
| Transfers | 456,288 | 0 | \$456,288 |
| Total Operating Revenues | \$576,842 | \$0 | \$576,842 |
| Beginning Fund Balance | 1,848,116 | (341,137) | \$1,506,979 |
| TOTAL REVENUES | \$2,424,958 | (\$341,137) | \$2,083,821 |
| EXPENDITURES AND OTHER REQUIREMENTS: | | | |
| Other post-retirement benefits | \$1,334,848 | \$0 | \$1,334,848 |
| Contingency | 200,000 | 0 | \$200,000 |
| Sub-total | \$1,534,848 | \$0 | \$1,534,848 |
| Unappropriated Ending Fund Balance | 890,110 | (341,137) | \$548,973 |
| TOTAL FUND REQUIREMENTS | \$2,424,958 | (\$341,137) | \$2,083,821 |
| | | | |
| | 2013-15 Biennium | FY14 #1 | 2013-15 Biennium |
| DEBT SERVICE (G.O. BOND) FUND | ADOPTED | Supplemental | ADJUSTED |
| REVENUES: | BUDGET | Budget | BUDGET |
| Property Tax - current | 90,642,213 | 0 | \$90,642,213 |
| Property Tax - prior | 800,000 | 0 | \$800,000 |
| Interest | 148,254 | 0 | \$148,254 |
| Total Operating Revenues | \$91,590,467 | \$0 | \$91,590,467 |
| Beginning Fund Balance | 2,630,514 | 2,304,256 | \$4,934,770 |
| TOTAL REVENUES | \$94,220,981 | \$2,304,256 | \$96,525,237 |
| EXPENDITURES AND OTHER REQUIREMENTS: | | | |
| Debt Service - Principal | \$50,589,236 | \$0 | \$50,589,236 |
| Debt Service - Interest | 39,967,876 | 0 | \$39,967,876 |
| Sub-total | \$90,557,112 | \$0 | \$90,557,112 |
| Unappropriated Ending Fund Balance | 3,663,869 | 2,304,256 | \$5,968,125 |
| TOTAL FUND REQUIREMENTS | \$94,220,981 | \$2,304,256 | \$96,525,237 |
| | | | |
| | 2013-15 Biennium | FY14 #1 | 2013-15 Biennium |
| CAPITAL LEASE/PURCHASE FUND | ADOPTED | Supplemental | ADJUSTED |
| REVENUES: | BUDGET | Budget | BUDGET |
| Transfers | 860,000 | 0 | \$860,000 |
| Interest | 0 | 0 | \$0 |
| Total Operating Revenues | \$860,000 | \$0 | \$860,000 |
| Beginning Fund Balance | 47,167 | (2,399) | \$44,768 |
| TOTAL REVENUES | \$907,167 | (\$2,399) | \$904,768 |
| EXPENDITURES AND OTHER REQUIREMENTS: | | | |
| Debt Service - Principal | \$860,000 | \$0 | \$860,000 |
| Debt Service - Interest | 46,167 | (\$20,399) | \$25,768 |
| Transfer to Gen Fund | 1,000 | 18,000 | \$19,000 |
| Sub-total | \$907,167 | (\$2,399) | \$904,768 |
| Unappropriated Ending Fund Balance | 0 | \$0 | \$0 |
| TOTAL FUND REQUIREMENTS | \$907,167 | (\$2,399) | \$904,768 |

February 20, 2014

14-102

APPROVAL OF PROFESSIONAL LEAVES FOR
FY14 – 15 FACULTY AND ACADEMIC
PROFESSIONALS

PREPARED BY: Dr. Christine Chairsell, Vice President, Academic and Student Affairs

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Applications for professional leave were received and processed in accordance with Article 20 of the Agreement between Portland Community College and the Portland Community College Faculty Federation. The President has reviewed the applications and recommendations of the campus administration.

RECOMMENDATION: That the following Portland Community College faculty be and hereby are granted professional leave for the purpose, time period, and salary payments indicated:

Leslie Boyd **Full-time Faculty, Developmental Education, English**

Duration: Winter 2015, Spring 2015

Salary: 75% of Annual Scheduled Salary

Purpose: Working with DE task force to synchronize approaches to teaching and learning, institutional and collegial interactions, and students' needs both inside and outside of the classroom. The outcome of this project will improve the educational experience of students in the Developmental Education and beyond.

Katherine Carney **Full-time Faculty, English for Speaker of Other Languages**

Duration: Winter 2015, Spring 2015

Salary: 75% of Annual Scheduled Salary

Purpose: To focus on oral proficiency of the Spanish language through an extended stay in Guatemala; utilizing the personal experience of the Spanish immersion program, instructor will research the different challenges of

students learning a language and strategies used by successful older learners. Insights and practical applications will be shared with PCC faculty in ESOL.

Allinee Flanary

Full-time Faculty, Library

Duration:

Fall 2014

Salary:

100% of Annual Scheduled Salary

Purpose:

To study the correlation between curiosity and greater academic persistence and improvement in student success; conduct exploration in teaching and learning by using *design-thinking* (context-driven, human-centered problem solving) and *maker-thinking* (thinking-through-making) as one potential approach. Findings will be provided through faculty essay and presentation.

Thomas Huminski

Full-time Faculty, English

Duration:

Winter 2015 and Spring 2015

Salary:

75% of Annual Scheduled Salary

Purpose:

To conduct three activities focusing on teaching and professional duties: learn to read and speak Chinese to provide the best foundation in teaching Chinese literature, to enroll in a field seminar in China that will strengthen the instructor's new leadership role in the PCC China Studies program, and to conduct research that focus on what we teach in writing classes. The outcome is to build connections with counterparts in China and other colleges in the seminar, and work with English SAC to bridge the gap between assessing outcomes and course improvements.

Priscilla Loanzon

Full-time Faculty, Nursing

Duration:

Spring 2015

Salary:

100% of Annual Scheduled Salary

Purpose:

To seek partnership with the Oregon Health Authority (OHA) and Oregon State Innovation Model (SIM) in packaging education for the new inter-professional health care workforce; to lay groundwork for designing a shared curriculum for inter-professional education to meet and

match the demand for qualified health care workforce; to create additional and newer opportunities for PCC RN students and graduates while validating a continuing need for community college educated RNs. Written reports of the outcome will be provided to various PCC Health Sciences and Nursing departments, in addition to professional conference presentation and possible publication.

Leonid Minkin

Full-time Faculty, Physics

Duration:

Fall 2014, Winter 2015 and Spring 2015

Salary:

65% of Annual Scheduled Salary

Purpose:

To conduct education research, experimental and theoretical study of the mechanism of indoor radon entry, noises in microwave amplifiers and generators; and to develop a statistical model of accumulation of pesticides in the human body. Research findings will lead to greater knowledge about the mechanisms of radon transport that will potentially save numerous lives. PCC students will also benefit from transfers knowledge through classroom experiments.

Scott Quinn

Full-time Faculty, Computer Information System

Duration:

Fall 2014

Salary:

100% of Annual Scheduled Salary

Purpose:

To take part in an internship that involves the application of Networking and Data Communication in a business setting. The internship will focus on the factors that drive the technology selection decisions, plus the details of how those technologies are implemented. The experience gained from the internship will help lead CIS department toward more current technologies and a better balance of skills. It also provides pathways for community and business partnership

Phillip Seder

Full-time Faculty, Business

Duration:

Spring 2015

Salary:

100% of Annual Scheduled Salary

Purpose:

To develop a deep pool of knowledge of emerging business and marketing practices tied to social media and big data (the gathering, storage, and exploitation of massive data collections on personal browsing and spending habits used to drive business programs and decisions). A focused regimen of study, work experience and expert interviews will be used to develop knowledge that can be shared with both students and the larger community. This deep pool will be integrated into course offerings (especially in the marketing discipline, e.g. Social Media Marketing) to enhance student employability and business leadership.

February 20, 2014

14-103

AUTHORITY TO CHANGE THE TUITION INCREASE
FOR THE 2014-15 ACADEMIC YEAR APPROVED IN
FEBRUARY 2013 BY RESOLUTION 13-070

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

APPROVED BY: Dr. Jeremy Brown, President

REPORT: In February 2013, the Board of Directors approved Resolution 13-070 to increase tuition by \$6.00 per credit hour for the 2013-2014 academic year and by an additional \$5.00 per credit hour for the 2014-2015 academic year for all credit classes. The rates are \$88.00 for the current academic year and would be \$93.00 per credit hour for 2014-15. The Board wished to review this resolution for the 2014-15 academic year if the college financial resources changed.

The Oregon Legislature approved an additional \$15 million to the Community College Support Fund (CCSF) for the 2nd year of the biennium (FY 14-15) with the intent to relieve the burden of the cost of education for the students, by providing tuition increase relief.

With the goal to maintain a sustainable balanced budget for the long term, after exploring options with the Board and various stakeholders focusing on helping access and completion, staff recommends the following changes to the tuition increase approved in 13-070:

1. Reduce the \$5 tuition increase to \$4, a reduction of \$1; the tuition rate will be \$92 per credit hour effective Summer Term, 2014.
2. Use up to the remainder of additional CCSF revenue in 2nd year to help access and completion:
 - a) Provide additional College need based financial aid, or
 - b) Provide scholarships for subsequent term for students who enroll half time or more and have successfully completed 100% of attempted credits, or
 - c) A combination of a) and b).

RECOMMENDATION: That the following changes to tuition rates for credit courses for 2014-2015 effective Summer Term 2014.

1. Credit Courses:

Resident

Oregon residents, who are under the age of 62, will be charged \$92.00 per credit hour effective Summer Term, 2014.

Border State Resident

Residents of states bordering Oregon (Washington, Idaho, Nevada and California), who are under the age of 62, will be charged \$92.00 per credit hour effective Summer Term, 2014.

No change to other provisions in Resolution 13-070

And delegate authority to the President to implement the initiatives to help improve access and completion as stated in the Report Section.

February 20, 2014

14-104

PORTLAND COMMUNITY COLLEGE 2014
DISTINGUISHED PATRON AWARD NOMINATION

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

APPROVED BY: Dr. Jeremy Brown, President

REPORT: In 2007, the Board established the Portland Community College Distinguished Patron Award to recognize extraordinary levels of service to the College.

To date, nine Patron Awards have been bestowed. Award recipients include Richard and Sharon Helzer, and Doreen Margolin (posthumously, 2007); Norma Jean Germond (2008); Barbara Raz and Mary Holmstrom (2009); Lee and Virginia Finders (posthumously, 2010); the James F. and Marion L. Miller Foundation (2011); and the Intel Corporation and The Oregon Community Foundation (2012). No award was made in 2013.

For the 2014 award the College President nominates Ross Lienhart and Sheila Edwards-Lienhart.

Ross is the retired CEO of PCC Structural (a division of Precision Castparts) and Sheila was a long-time teacher in Portland Public Schools. They have been dedicated supporters of PCC's Future Connect program since its inception in 2011. For nearly two years, Ross chaired the President's Posse, a small group of high-level business leaders that raised funds and visibility for PCC and Future Connect, augmenting the work of the PCC Foundation. In this role, Ross has lent substantial volunteer time to Portland Community College and the PCC Foundation, leading Posse meetings, advocating with elected officials, making introductions to other business leaders, and co-authoring newspaper op-eds in support for Future Connect, among other activities.

A former special education teacher, Sheila was passionate about providing the educational opportunities and supports all children need to succeed. Together, Ross and Sheila introduced friends and colleagues to the College and our work to increase the success of low-

income students, students of color, and first-generation college students. They spoke emotionally and earnestly about the essential role that mentoring and coaching play for the many young people who don't have role models, and about their excitement for the life-changing impact of PCC's Future Connect program. This advocacy, in turn, has brought additional friends and supporters to the college, as well as donors to the PCC Foundation.

Ross and Sheila's family foundation, the Edwards Lienhart Family Foundation is a sustaining contributor to Future Connect. Their foundation's \$100,000 commitment is providing support to five Future Connect cohorts, ensuring that at least five students in each cohort receive the financial assistance and student support they need to succeed at PCC.

In 2013, Sheila passed away after struggling with colon cancer. Her family recognized her commitment to PCC by suggesting memorial gifts to the PCC Foundation and the Future Connect program in her honor.

Through their substantial volunteer and financial contributions, Ross and Sheila Lienhart have been exemplary supporters of Portland Community College, the PCC Foundation, the Future Connect program, and most importantly, our students.

RECOMMENDATION: To award the 2014 Portland Community College Distinguished Patron Award to Ross Lienhart and Sheila Edwards-Lienhart (posthumously) at the PCC Foundation Gala on May 17, 2014.

February 20, 2014

14-105

APPOINTMENT OF DELEGATE TO ATTEND THE
AMERICAN ASSOCIATION COMMUNITY COLLEGES
ANNUAL CONVENTION IN WASHINGTON, DC, APRIL
5-8, 2014

PREPARED BY: Jeannie Moton, Assistant, Board of Directors

APPROVED BY: Dr. Jeremy Brown, President

REPORT: In accordance with Board Policy B 210, the Board of Directors recognizes the benefits derived by the College through membership in various educational organizations and from attendance of directors at state and national meetings which deal with community college issues. The Chair and Vice Chair have considered a slate of delegates to attend the American Association Community Colleges Annual Convention in Washington, DC, April 5-8, 2014.

RECOMMENDATION: That the Board of Directors delegates Denise Frisbee to represent the College at the AACC Annual Convention.

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