



**Portland
Community
College**

Board of Directors

AGENDA

March 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
March 20, 2014
Sylvania Campus, Campus Center, Rooms 238 and 239
BOARD OF DIRECTORS

AGENDA

- 5:00 PM **Work Session** – SY CC 241
- OCCA/OPC
 - HECC/OEIB
- 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) and (h) Litigation
- 7:30 PM **Call to Order** – CC238/239
- Introductions
 - Approval of Board Business Meeting Minutes – January 24, 2014
 - Approval of Board Business Meeting Minutes – February 20, 2014
 - Approval of Agenda
- 7:35 PM **Recognition**
- PCC Men's Basketball – NWAACC Champions
 - Storm Water Solutions –Keith Gregory and Brian Wethington
- 7:45 PM **Information Session**
- OCCA – Andrea Henderson (15 minutes)
 - Legislative Student Interns – Kristin Watkins (5 minutes)
 - Faculty Focus – Russ Jones (10 minutes)
 - Inter-collegiate Soccer at PCC -- Karen Sanders and Dee McQueen (5 minutes)
 - Internal Audit – Dave Terry (10 minutes)
 - Alumni Phone-a-thon – Kristin Watkins and Kim Kono (10 minutes)
 - Strategic Planning – Randy McEwen (5 minutes)
- 8:45 PM **Public Comment on Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)
- 8:50 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.)

14-106	Approval of Personnel Actions–March 20, 2014.....	560
	Academic Appointments	
	Nicole Booker, Education Coordinator, Workforce, Economic and Community Development Division, Southeast/Extended Learning Campus (Non-General Fund)	
	Elaine Cole, Sustainability Coordinator, Office of the Dean of Instruction, Rock Creek Campus	
	Heidi Edwards, Interim Student Outreach and Orientation Coordinator, Office of the Dean of Student Development, Rock Creek Campus (Temporary)	
	Arthur Knepper, Employment Specialist, Workforce, Economic and Community Development Division, Southeast/Extended Learning Campus (Temporary)	
	Andrea Salyer, Assistant Student Leadership Coordinator, Office of the Dean of Student Development, Sylvania Campus	
	Administrative Appointments	
	Dana Fuller, Division Dean - Social Science and Health Division, Social Science and Health Division, Rock Creek Campus	
	Vanessa Wood, Interim Grants Manager, Academic and Student Affairs (Temporary)	
	Retirees:	
14-107	Commendation of Retiring Employee – Christine White.....	564

BOARD

14-108	Soccer Resolution	565
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8:55 PM **Public Comment on Non-Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)

9:00 PM **Reports** (5 minutes each)
 Faculty
 Classified
 Students
 Board Members
 President

9:25 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, Oregon

BOARD WORK SESSION and BUSINESS MEETING
January 24, 2014
CLIMB CENTER, Room 302

MINUTES

BOARD ATTENDANCE

Chair Denise Frisbee, Jim Harper, Ken Madden, Vice Chair Deanna Palm,
Kali Thorne-Ladd, Courtney Wilton

EXECUTIVE SESSION

The Board of Directors met in accordance with ORS 192.660 (2), in accordance with ORS 192.660 (2), (e) Real Property Transactions and (h) Litigation

WORK SESSION

The Working Session of the January 24, 2014 meeting was called to order at 9:50 am. All present were invited to introduce themselves.

A report on the efforts of PCC in sustainability was presented to the group by Linda Gerber, Keith Gregory, Erin Stanforth and Kim Smith. Congressman Earl Blumenauer was a guest attending to hear the presentation and he made comments supporting PCC's sustainability efforts.

Rob Wagner reported out on updates from the upcoming legislative session in Salem in February 2014. Wing-Kit

Chung and Jim Langstraat presented the board members with an update on Tuition for 2014-15 due to additional CCSF resources allocated in the September 2013 special legislative session. Randy McEwen gave a brief report on the strategic planning process.

The Work Session was adjourned at 12:18 pm. A Business Meeting was convened at 12:19 pm.

BUSINESS MEETING

Chair Frisbee proposed approval of Resolutions 14-092. The motion passed unanimously. Harper/Palm

Approval of that resolution appointed a Zone 3 Board Member, Courtney Wilton, who was then sworn into office by Dr. Jeremy Brown.

The Business Session was adjourned at 12:23 pm and the Work Session reconvened at 12:24 pm.

WORK SESSION-RECONVENED

Dr. Brown and board members met to discuss various topics of interest to the Board, these included: Data Review, Board Goals, Board Budget, OCCA.

The Work Session was adjourned at 4:10 pm.

EXECUTIVE SESSION

The Board met in accordance with ORS 192.660 (2), (a) Employment of a Public Official.

Denise Frisbee, Chair

Dr. Jeremy Brown, President

Prepared by:

Jeannie Moton, Assistant to Board of Directors

Minutes approved on March 20, 2014

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

BOARD OF DIRECTORS BUSINESS MEETING

February 20, 2014

Rock Creek Campus, Campus Center, Events Center, Room 122 B and C
MINUTES

WORK SESSION

The Board of Directors met briefly to discuss matters with OCCA, OPC, OEIB, and HECC.

BOARD ATTENDANCE

Chair Denise Frisbee, Jim Harper, Ken Madden, Vice Chair Deanna Palm, Kali Thorne-Ladd, Courtney Wilton

EXECUTIVE SESSION

The Board of Directors met 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 7:36 pm and invited all present to introduce themselves.

APPROVAL OF THE MINUTES

The January 16, 2014 Business Meeting minutes were approved as published.
Harper/Palm

APPROVAL OF THE AGENDA

The agenda was approved as published. Madden/Ladd

INFORMATION SESSIONS

Faculty Focus

Mandy Ellertson, Instructor, Humanities

Ms. Ellertson gave the Directors an overview of her humanities course. Her focus is on history.

FLAIR Update

Dee Wilson, Manager, Treasury and Rhonda Boyd, Project Director, Title III

They updated the Board on the status of the Title III Grant. The goals of the FLAIR (Financial Literacy and Access to Improved Resources) grant are to improve financial access and business processes, improve access to scholarships via the PCC Foundation, demystify financial aid, increase financial education, support veterans, and establish measures to reduce loan default rates.

Enrollment Update

Shasta Buchanan, Registrar, Student Records

Ms. Buchanan gave a detailed update to the Board members on the trends in enrollment for 5 years. She noted that they are working on a strategically focused recruitment plan for traditional aged students.

Legislative Update

Rob Wagner, Director, Government Relations

Mr. Wagner gave an update on the legislative bills and events happening in DC and Salem.

2014-2015 Budget Update

Dr. Jeremy Brown, President and Wing-Kit Chung, Vice President, Administrative Services and Jim Langstraat, Associate Vice President, Financial Services

A report was given to the Board regarding the supplemental budget and the proposal of tuition for FY 14-15, Resolutions 14-101 and 14-103 respectively.

Strategic Planning Update

Randy McEwen, Vice President

Mr. McEwen gave a brief update on the work the committee has been doing. He commented on how engaged the committee is. The committee has developed 29 descriptors of strategic themes. The Spaces page is open for review and feedback by responding to specific questions.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS MEETING

Chair Frisbee proposed approval of Resolutions 14-093 through 14-105. The motion passed unanimously. Harper/Palm

PUBLIC COMMENT ON NON AGENDA ITEMS

George Choban, Washington County resident, 28 year instructor at PCC—addressed the board regarding his concern of technology at PCC and that they do not provide critical thinking.

REPORTS

AP and Faculty Federation

Mandy Ellertson, Instructor, Humanities

Ms. Ellertson commented that they are working on getting students as well as faculty to PCC Lobby Day. Local 2277 is devoting time to Oregon Food Bank this spring. Faculty is concerned about class sizes in the higher level courses. Classes with low enrollment numbers are routinely canceled because they are not cost effective for the College. Some of these canceled classes are important for transfer students in English or Humanities.

Classified

Deborah Hall, President, Classified Union

There will be an annual general membership meeting next Wednesday. They are working on putting back together building representative program by campus as Classified employees are not feeling engaged. Bob Hanks is to be applauded for moving the Center in the right direction.

ASPPC:

Rachel Black Elk, Chair, District Student Council

ASPPC is planning to do a bowling party for the Annual End of the Year Party. They are also working on getting students to the PCC Day at the Capitol. Budget committee using critical thinking skills developing transparency, stakeholders

Board Members:

Director Ladd commented that she had the opportunity to attend the Black History Celebration at Cascade on Wednesday.

Director Palm commented on the trip to Washington, DC. She thanked the board assistant and Rob Wagner for support.

The Optional Board Meeting on March 6, 2014 is canceled.

She noted that board members need more advance notice on the PCC events to be able to attend events.

President Report:

Dr. Brown noted that we are lucky to have a very engaged board. He commented on success of Future Connect. He noted that HECC and OEIB will be holding a joint meeting at Rock Creek on March 11, 2014 and the Governor will be there for a bill signing. There will be a formal building opening for Southeast in the future. The Gala will be happening on May 17, 2014.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:44 pm.

NEXT MEETING

The next business meeting of the Portland Community College Board of Directors will be held on March 20, 2014 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 March 20, 2014

March 20, 2014

14-106

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 (Non-General Fund)–Nicole Booker

Education Coordinator

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

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

Effective: February 17, 2014

Education: Warner Pacific College BA 2010

Human Development

Warner Pacific College MS 2012

Management of Organizational Leadership

Most Recent

Experience: Portland Community College
Instructor, Management and Supervisory (Adjunct)

Applicant Flow:	Gender	Ethnicity
12	Male	29 White (not of Hispanic Origin)
33	Female	2 Black or African American
1	Not Disclosed	3 Asian
		5 Hispanic/Latino
		1 American Indian/Alaskan Native
		1 Two or More Selections
		5 Not Disclosed

46	Total	46	Total
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2. Academic Professional Appointment–Elaine Cole

Sustainability Coordinator

Office of the Dean of Instruction, Rock Creek Campus

Annual Salary: \$46,289 @ .50 FTE Grade: 4 Step 3

Effective: February 21, 2014

Education: Antioch University PhD 2007

Leadership and Change

University of Minnesota MED 1996

Education

University of Wisconsin
Natural Resource Management BS 1987

Most Recent

Experience: Portland Community College
Sustainable Practices Coordinator (Casual)

Applicant Flow:	Gender	Ethnicity
18	Male	4 Hispanic/Latino
30	Female	35 White (not of Hispanic Origin)
5	Not Disclosed	2 Two or More
		12 Not Disclosed
<hr/> 53		<hr/> 53 Total

3. Academic Professional Appointment (Temporary)-Heidi Edwards

Interim Student Outreach and Orientation Coordinator

Office of the Dean of Student Development, Rock Creek Campus

Annual Salary: \$74,492 Grade: 5 Step 15

Effective: March 3, 2014 to June 20, 2014

Education: Portland State University MS 1998

Speech Communications

Purdue University BA 1996

Anthropology

Most Recent

Experience: Portland Community College
Student Systems Support Coordinator

Applicant Flow: Article 3.64
Appointment

4. Academic Professional Appointment (Temporary)-Arthur Knepper

Employment Specialist

Workforce, Economic and Community Development Division,

Southeast/Extended Learning Campus

Annual Salary: \$41,994 Grade: 3 Step: 2

Effective: February 24, 2014

Education: Western Washington University BA 2008

Business Administration

Most Recent

Experience: Portland Community College
Employment Specialist (Casual)

Applicant Flow:	Gender	Ethnicity
16	Male	48 White (not of Hispanic Origin)
50	Female	6 Black or African American
3	Not Disclosed	3 Asian
		6 Hispanic/Latino
		3 Two or More Selections
		3 Not Disclosed
<hr/> 69 Total		<hr/> 69 Total

5. Academic Professional Appointment-Andrea Salyer

Assistant Student Leadership Coordinator

Office of the Dean of Student Development, Sylvania Campus

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

Effective: February 17, 2014

Education: University of Oregon BA 2011
Humanities

Most Recent

Experience: Portland Community College
Assistant Student Leadership Coordinator (Temporary)

Applicant Flow:	Gender	Ethnicity
28	Male	44 White (not of Hispanic Origin)
38	Female	2 Black or African American
4	Not Disclosed	3 Asian
		5 Hispanic/Latino
		2 Native Hawaiian/Pacific Islander
		5 Two or More Selections
		9 Not Disclosed
	<hr/> 70 Total	<hr/> 70 Total

6. Administrative Appointment-Dana Fuller

Division Dean - Social Science and Health Division

Social Science and Health Division, Rock Creek Campus

Annual Salary: \$85,000 Grade: N

Effective: April 7, 2014

Education: University of Oregon BA 1990
English
Portland State University MSW 1997
Social Work

Most Recent

Experience: Portland State University
MSW Distance Program Coordinator

Applicant Flow:	Gender	Ethnicity
39	Male	60 White (not of Hispanic Origin)
37	Female	1 Black or African American
6	Not Disclosed	2 Asian
		4 Hispanic/Latino
		1 American Indian/Alaskan Native
		2 Two or More Selections
		12 Not Disclosed
	<hr/> 82 Total	<hr/> 82 Total

7. Administrative Appointment (Temporary) – Vanessa Wood

Interim Grants Manager

Academic and Student Affairs

Annual Salary:	\$57,391	Grade:	I
Effective:	February 24, 2014 to June 30, 2014		
Education:	Pacific Lutheran University	BA	1999
	Communication Studies		
Most Recent			
Experience:	Portland Community College		
	Grants Officer		
Applicant Flow:	Direct		
	Appointment		

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

Male	1
Female	6
	<hr/>
	7
White (not of Hispanic Origin)	6
Black or African American	1
	<hr/>
	7

March 20, 2014

14-107

COMMENDATION OF RETIRING EMPLOYEE –
CHRISTINE WHITE

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Christine White has performed faithfully in her duties as a Groundskeeper II and III for Portland Community College since May 17, 1978. She retires effective April 30, 2014.

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

March 20, 2014

14-108

AUTHORIZE THE CREATION OF AN INTER-
COLLEGIATE SOCCER PROGRAM AT PORTLAND
COMMUNITY COLLEGE

PREPARED BY: Neal Naigus, Assistant to the President

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Research shows that an active, vibrant student life program leads to increased student retention and academic success leading to completion. Portland is already known as "Soccer City USA" and is recognized as a world center for numerous businesses devoted to athletes and athletic endeavors such as Nike and Adidas.

The College wishes to establish programs for men's and women's soccer at the inter-collegiate level, and to have each program compete in the Northwest Athletic Association of Community Colleges (NWAACC) and subject to their and where applicable NCAA rules.

RECOMMENDATION: That the Board of Directors approve the creation of men's and women's soccer programs, within the NWAACC, at Portland Community College.

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