



**Portland
Community
College**

Board of Directors

AGENDA

May 15, 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.

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

BUSINESS SESSION
May 15, 2014
Southeast Center
2308 82nd Avenue, Portland, OR 97216
Community Hall

BOARD OF DIRECTORS

AGENDA

- 4:00 PM **Executive Session** – Student Commons 320 – in accordance with
ORS 192.660 (2), in accordance with ORS 192.660 (2), , (a)
Employment of a Public Official, (e)-Real Property Transactions, (f)
Information Exempt from Public Disclosure (Attorney-Client Privilege),
and (h) Litigation
- 5:00 PM **Work Session** – Library 216
 ♦ Audit Review
 ♦ OPC/OCCA
 ♦ HECC/OEIB
- 6:30 PM **Board Dinner** – Library 207
 ♦ GFOA - Distinguished Budget Award
- 7:30 PM **Call to Order** – Community Hall
 ♦ Introductions
 ♦ Approval of Board Business Meeting Minutes – April 17, 2014
 ♦ Approval of Agenda
- 7:35 PM **Public Comment on Agenda Items** (A sign-up sheet is on a table at
the entrance of the meeting room.)
- 7:40 PM **Resolution for Campus Designation**
BOARD
14-120 Creation of Southeast Campus 598
- 7:50 PM **Information Session**
 ♦ WORKSYSTEMS, Inc. – Andrew McGough (15 minutes)
 ♦ Faculty Focus – Lauren Kuhn, Instructor, Psychology (10
minutes)
 ♦ K-12 Partnerships – Jessica Howard (15 minutes)
 ♦ Workforce Analysis Report – Chau Hoang-Fossen (10 minutes)
 ♦ University Centers – Craig Kolins (10 minutes)

- ♦ Achievement Compacts – Chris Chairsell and Laura Massey (10 minutes)

9:00 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.)

	<u>PERSONNEL</u>	<u>Page</u>
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	Academic Professional Appointments:	
	Janice Brown, New Student Orientation and Advising Specialist, Office of the Dean of Student Development, Rock Creek Campus, Temporary	
	Johanna Nuno, Student Resource Specialist, Office of the Dean of Instruction and Student Development, Southeast/Extended Learning Campus	
	Rebecca Olson, Marketing Specialist, Office of the President	
	Margo Wagner, Marketing Specialist, Office of the President	
	Administrative Appointments	
	Lynn Montoya Quinn, Director, Newberg Education Center, Office of the Dean of Instruction, Sylvania Campus	
	Briar Schoon, Sustainability Manager (interim), Administrative Services, Temporary	
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BOARD

14-135	Appointment of Delegates to Attend the Association of Community College Trustees (ACCT) 2014 Community College 45th Annual Leadership Congress in Chicago, IL from October 22-25, 2014.....	622
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9:05 PM **Public Comment on Non-Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)

9:10 PM **Reports**
 Faculty
 Classified
 Students
 Board Members
 President

9:35 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

April 17, 2014
Cascade Campus
705 N. Killingsworth Street, Portland, OR 97217
Moriarty Arts and Humanities Building, Room 104

MINUTES

BOARD ATTENDANCE

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

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, (e) Real Property Transactions, (f) Information Exempt from Public Disclosure (Attorney-Client Privilege) and (h) Litigation

WORK SESSION

The Board of Directors met to discuss matters related to OCCA, OPC, OEIB, and HECC, AACC and ACCT.

CALL TO ORDER

Chair Frisbee called the business meeting to order at 7:32 pm and invited all present to introduce themselves.

APPROVAL OF THE MINUTES

The March 20, 2014 Board Meeting minutes were approved as published. Pitts/Harper

APPROVAL OF THE AGENDA

The agenda was approved as published. Harper/Ladd

INFORMATION SESSIONS

Higher Education Coordinating Commission (HECC)

Ben Cannon, Executive Director

Mr. Cannon gave a quick background of HECC and the partnership with higher education and the Governor. The Commission is attempting to create a continuum for students from K12 to higher education, and ultimately into the workforce. Finishing touches are being put on the HECC Strategic Plan and the Pathways to Progress for 2014-2015, the status of which can be found on the HECC website. A few priorities for the Commission are refining the Oregon Opportunity Grant, Pay It Forward, and free community college. Some resources are going to be put towards working with a small number of high schools around the state to identify students who have not completed their FAFSA (federal financial aid applications) and to provide support to boost rates of completion.

Faculty Focus

Jane Zunkel, Instructor, Composition and Literature

Ms. Zunkel discussed her class and students. She expressed her concerns with the completion agenda and what it might look like for students. She noted that her students come from all walks of life, and at different skill levels.

Safe Neighbor Commission

Dr. Craig Kolins, Interim Campus President, Cascade Campus and Commander Leloff, Portland Police Bureau

Dr. Kolins gave a brief historical update of the Albina Killingsworth Safe Neighbor commission including the staff and the community involved. Commander Leloff updated the board on the neighborhood safety. He shared the news that there is a community policing agreement in place with PCC, and it will continue. He reported the violent crime is down by 50% for the last two years. This program has just expanded to a fifth area based upon the template from this group in the North precinct. Using a probable cause model, and not a stop and risk model is key to earning the trust of folks in the area.

Strategic Planning Update

Randy McEwen, Vice President

Mr. McEwen gave an update to the Board of the work that the Strategic Planning Committee has been doing. On behalf of the Committee, he presented the emerging strategic themes and their related big strategic ideas. Version 0.6 (not for public release yet) was presented to the Board.

Marketing Update

Kristin Watkins, Associate Vice President, Advancement

Ms. Watkins presented the new marketing campaign materials to the Board of Directors. This campaign will reach out to high school students for recruitment. Images will appear on buses, bus shelters, in the buses, and a wall scape in Portland. There will also be television and radio spots. A PR campaign of the students featured will be pitched to local media. The overarching goal of the campaign is to position PCC as a first choice by students and families.

Economic Projections

Dr. Jessica Howard, Campus President, Southeast Center

Dr. Howard covered some economic and workforce indicators for our Tri County region. Oregon has the 9th fastest growing economy in the nation. The fastest growing sectors of the economy are health care, social science, community services and the arts, and STEM. By 2020, health care will count for 20% of all US jobs and 25% of GDP. Something to note for this area is that youth unemployment is high.

We are meeting workforce needs today. We need to stay current so we can meet the need tomorrow, particularly in healthcare and STEM.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS MEETING

Chair Frisbee proposed approval of Resolutions 14-109 through 14-119. The motion passed unanimously. Harper/Madden

PUBLIC COMMENT ON NON AGENDA ITEMS

None

REPORTS

AP and Faculty Federation:

Frank Goulard

Mr. Goulard reported that he attended AFT State Convention in Bend a few weeks ago, also attended a conference in Baltimore this past weekend for AFT National Higher Education Issues Conference, and he attended a statewide community college math conference.

Classified

Deborah Hall

Ms. Hall attended the AFT PSRP Conference in Orlando, FL last week. They are looking to get Classified employees more engaged throughout the College. The Annual Classified retreat is coming up, information will be out soon.

ASPCC:

Rachel Black Elk, Chair, District Student Council

Ms. Black-Elk reported on the trip to Washington, DC. The trip was very encouraging and engaging. The PCC campuses have registered 2,140 students to vote. The End of the Year Party is May 9th, the theme is a Night in Toon Town.

Board Members:

Director Ladd reported that she attended the Native American Youth Association luncheon. It was a great event to honor the work that is being done in the community.

President Report:

Dr. Brown thanked Chair Frisbee for attending the Ribbon Cutting at the SE Center. He also thanked the students who spoke at the City of Portland Budget Forum that was held at Sylvania and to the students who spoke on behalf of Future Connect. He thanked all the Board members for their attendance at various events and meetings. The new director of Equity and Inclusion, Kim Baker-Flowers will start May 27 and the new Cascade president, Karin Edwards will begin July 21. HE thanked Neal and Chris for chairing those searches. PCC won a national award for Best Community College Special Event for last year's Gala. He invited all to join us for Founder's Week starting May 12 with festivities going through the week.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:31 pm.

NEXT MEETING

The next business meeting of the Portland Community College Board of Directors will be held on May 15, 2014 at 7:30 PM at the Southeast Center.

Denise Frisbee, Chair

Dr. Jeremy Brown, President

Prepared by:

Jeannie Moton, Assistant to Board of Directors

Minutes approved on May 15, 2014

May 15, 2014

14-120

CREATION OF SOUTHEAST CAMPUS

PREPARED BY: Dr. Jeremy Brown, President

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Prior to the 2000 Bond program, PCC's Southeast Center was located in a single building on a constrained 7.5 acre site with very limited expansion potential and severely-limited ingress and egress.

As a part of the planning effort for the 2000 Bond program, the College's Board of Directors realized a long-held dream of expanding PCC's capability to provide services in outer Southeast by approving Resolution 01-076 (26 April 2001) to authorize acquisition of an abandoned "big box" shopping center at 82nd and Division for a new Southeast Center. Resolution 01-076 noted that the purpose of this acquisition was "...for the development of PCC's Southeast Portland community college campus". This new site, 30% larger than the earlier site, created the opportunity to construct infrastructure to provide more comprehensive educational services to a historically under-served area of the City. The 2000 Bond program subsequently developed the site into Mt. Scott and Mt. Tabor halls comprising nearly 100,000 sq. ft. Community and student acceptance was immediate, with the new Southeast Center essentially being "full" the first term it operated, Fall 2003.

In executing the 2008 Bond program, on 21 May 2009 the Board approved Resolution 09-094 which authorized the acquisition property then owned by the German-American Society, and Resolution 09-095 which authorized purchase of the Legin LLC property, increasing Southeast's size from 10.08 acres to 16.46 acres. On 16 December 2010, the Board approved Resolution 11-055 authorizing the purchase of property on the north edge of the site, increasing the site size to 17.61 acres.

In addition to the increased land, the 2008 Bond program will increase the educational space at SE by 130%, from 90,000 to 209,000. Credit enrollment at Southeast has increased from 200 FTE in Fall 2002 to over 800 FTE in Fall 2013.

It is clear that Southeast now is capable of providing a suite of educational services and offerings, and is of a physical size to continue to do so long into the future, such that it be designated as a PCC campus fulfilling the vision of the Southeast community and the PCC Board of Directors expressed in Resolution 01-076.

RECOMMENDATION: That PCC's Southeast Center be designated as Southeast Campus, effective 22 September 2014.

May 15, 2014

14-121

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)– Janice Brown

New Student Orientation and Advising Specialist

Office of the Dean of Student Development, Rock Creek Campus

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

Effective: April 27, 2014 to December 31, 2014

Education: St. Edwards University MA 2009

Humanities

University of Texas BA 2000

English

Most Recent

Experience: Portland Community College
Academic Advising Specialist

Applicant Flow: Article 3.64
Appointment

2. Academic Professional Appointment- Johanna Nuno

Student Resource Specialist

Office of the Dean of Instruction and Student Development,

Southeast/Extended Learning Campus

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

Effective: April 21, 2014

Education: Portland State University BA 2010

Spanish

Most Recent

Experience: Portland Community College
Student Resource Specialist (Temporary)

Applicant Flow: Gender Ethnicity
3 Male 2 Hispanic/Latino

9	Female	1	American Indian/Alaskan Native
		1	Asian
		2	Black or African American
		5	White (not of Hispanic Origin)
		1	Two or More
<hr/>	12	<hr/>	12 Total

3. Academic Professional Appointment-Rebecca Olson

Marketing Specialist

Office of the President

Annual Salary: \$43,211

Grade: 4

Step: 1

Effective: April 28, 2014

Education: Oregon State University MFA 2011
Creative Writing
University of Wisconsin-Madison BA 2008
Scandinavian Studies

Most Recent

Experience: Idealist.org
Writer/Researcher

Applicant Flow:	Gender	Ethnicity
22	Male	53 White (not of Hispanic Origin)
41	Female	2 Black or African American
8	Not Disclosed	6 Hispanic/Latino
		1 American Indian/Alaskan Native
		1 Two or More Selections
		8 Not Disclosed
<hr/>		<hr/>
71	Total	71 Total

4. Academic Professional Appointment-Margo Wagner

Marketing Specialist

Office of the President

Annual Salary: \$44,722

Grade: 4

Step: 2

Effective: May 5, 2014

Education: University of Montana MS 2010
Environmental Writing
California State University BA 2001
Print Journalism

Most Recent

Experience: Association for the Advancement of Sustainability in Higher Education
Marketing/Communications Coordinator

Applicant Flow: Gender Ethnicity

28	Male	80	White (not of Hispanic Origin)
76	Female	13	Asian
3	Not Disclosed	5	Hispanic/Latino
		1	American Indian/Alaskan Native
		2	Two or More Selections
		6	Not Disclosed
<hr/> 107 Total		<hr/> 107 Total	

5. Administrative Appointment – Lynn Montoya Quinn

Director, Newberg Education Center

Office of the Dean of Instruction, Sylvania Campus

Annual Salary: \$78,500

Grade: M

Effective: April 1, 2014

Education:	Chapman University	MA	1997
	Curriculum and Instruction		
	Seattle University	BA	1975
	Community Services		

Most Recent

Experience: Portland State University
Director, Sylvania ROOTS Program

Applicant Flow:	Gender	Ethnicity
29	Male	2 Hispanic/Latino
26	Female	1 American Indian/Alaskan Native
1	Not Disclosed	5 Black or African American
		41 White (not of Hispanic Origin)
		2 Two or More
		5 Not Disclosed
<hr/> 56		<hr/> 56 Total

6. Administrative Appointment (Temporary) – Briar Schoon

Sustainability Manager (Interim)

Administrative Services

Annual Salary: \$52,548

Grade: I

Effective: April 21, 2014 to June 30, 2015

Education:	Arizona State University	MA	2012
	Sustainability		
	Arizona State University	BA	2010
	Sustainability		
	Arizona State University	BS	2010
	Justice Studies		

Most Recent
Experience: Portland Community College
Sustainability Analyst

Applicant Flow: Direct
Appointment

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN *May 15, 2014* PERSONNEL REPORT**

Female	$\frac{6}{6}$
White (not of Hispanic Origin)	5
Hispanic/Latino	$\frac{1}{6}$

May 15, 2014

14-122

COMMENDATION OF RETIRING EMPLOYEE –
JOYCE MORGAN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Joyce Morgan has performed faithfully in her duties as a Buyer and Bookstore Operations Assistant for Portland Community College since July 1, 1983. 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.

May 15, 2014

14-123

COMMENDATION OF RETIRING EMPLOYEE –
SUSAN NORRIS

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Susan Norris has performed faithfully in her duties as a Full-time and Part-time Computer Information Systems Instructor for Portland Community College since March 27, 1995. She retires effective June 30, 2014.

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

May 15, 2014

14-124

COMMENDATION OF RETIRING EMPLOYEE –
WILLIS (BILL) PEACOCK JR.

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Willis (Bill) Peacock Jr. has performed faithfully in his duties as a Telecommunications Technician, Communications Technician Assistant and an Information/PBX Clerk for Portland Community College since June 24, 1981. He retires effective June 30, 2014.

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

May 15, 2014

14-125

COMMENDATION OF RETIRING EMPLOYEE –
CLINTON SMITH

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Clinton Smith has performed faithfully in his duties as a Full-time Custodian for Portland Community College since September 26, 2001. He retires effective June 01, 2014.

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

May 15, 2014

14-126

COMMENDATION OF RETIRING EMPLOYEE –
JOHN SOUKUP

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: John Soukup has performed faithfully in his duties as a Facilities Operations Maintenance Specialist III for Portland Community College since May 27, 2010. He retires effective May 30, 2014.

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

May 15, 2014

14-127

ACCEPT PROPOSAL/AWARD CONTRACT FOR WASTE
HAULING, REFUSE AND RECYCLING

PREPARED BY: Sandy Wanner, Lead 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: Portland Community College has a need to contract with a qualified waste hauling, refuse and recycling contractor to provide these services as well as providing recommendation for improvements for waste streams in an effort to minimize all waste stream areas for PCC campuses and centers in Multnomah County. In accordance with our sustainability commitment, PCC strives to reduce adverse impacts on the environment, economic and social systems that sustain human life. Through this commitment we are fiscally responsible to reduce consumption & waste, perform adequately and promote human health & wellbeing. As a result, PCC is committed to integrating sustainability into this ITB process. The estimated cost for these services will exceed the \$150,000.00 threshold, which requires a formal solicitation process, Invitation to BID (ITB).

On March 19, 2014, the ITB was released and made available to all interested vendors. The ITB was advertised in the Daily Journal of Commerce, State of Oregon ORPIN vendor system and the PCC Solicitation website. A total of four (4) vendors registered and received a copy of the ITB.

At the proposal submission closing time of 11:00 AM, April 23, 2014, the College received two (2) proposals. The committee members consisting of Facility Management Services staff and the Interim Sustainability Manager evaluated all proposals based on the following criteria: functionality and implementation, cost/pricing, vendor qualifications & performance and proposal expectations and customer references. After reviewing the proposals, the committee recommends awarding the contract to

Traschco Services, Inc., the proposer receiving the highest total evaluation score.

Evaluation scores:

Proposers:	Evaluation Scores:
Trashco Services, Inc.	99 Points
Waste Management of Oregon, Inc.	88 Points

*Please note: Neither vendor is on the State of Oregon MWESB listing.

RECOMMENDATION: That the Board of Directors accept the proposal and award the contract to Trashco Services, Inc. The contract will be valid for three (3) years with two (2) one (1) year extensions at the College's option, not to exceed five (5) years total term. The contract amount for a full five (5) years is estimated to be \$2,440,152.00. Funds will be provided by the General Fund.

May 15, 2014

14-128

AUTHORIZATION TO UTILIZE CURRENT CONTRACT WITH
MELVIN MARK BROKERAGE COMPANY FOR THE PURCHASE
AND INSTALLATION OF A MULTI-STACK CHILLER FOR THE
DOWNTOWN CENTER

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 replace the existing, aging Carrier rack chiller at its Downtown Center with a new energy efficient Multistack chiller. The chiller is in the basement of the building, not on the rooftop. Melvin Mark Brokerage is currently under contract with PCC as its agent for property management services of the Downtown Center. The College selected Melvin Mark due to their proven experience in management properties in the Portland downtown area at reasonable cost and their reputation of excellent customer services. They have done exactly that since they took over the property management of the Downtown Center in 2009.

Services in the contract with Melvin Mark include:

- Make or cause to be made such repairs and alterations to the property as manager may deem advisable or necessary; to purchase all fuel, supplies, furniture, fixtures and equipment deemed necessary by manager for operation of the property;
- Contract with or hire third-party vendors for such utilities, trash removal, cleaning, security, window washing, supplies, equipment maintenance, glass replacement and other property operation and maintenance services as reasonable determined by manager;
- Maintain and repair plumbing, electrical, elevator maintenance and testing, etc.

As mentioned, Melvin Mark is extremely familiar with the Downtown Center Building and the problems PCC has been experiencing with the current chiller., Based on their familiarity and working relationship with the various utility companies, the tenants, and other contractors servicing the building, Melvin Mark will provide the best value to the College by coordinating all interested parties possibly involved with this project. Even though Melvin Mark has been instrumental in

keeping the chiller working, it is questionable as to whether the chiller will continue to function through the upcoming summer months. Therefore, It would be best for the College to replace this chiller as soon as possible before the summer comes this year. This procurement is within the scope of our contract with Melvin Mark and it complies with ORS 279A.015(5),

RECOMMENDATION: That the Board of Directors authorize the use of the current contract with Melvin Mark Brokerage Company for providing a new Multistack chiller for the Downtown Center for a maximum not-to-exceed amount of \$341,000. Funding for this expenditure will come from the capital projects fund.

May 15, 2014

14-129

GRANT AUTHORITY TO ENTER INTO EQUIPMENT
LEASE FROM APPLE COMPUTER INC

PREPARED BY: Layla Otey, Buyer

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

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

REPORT: The College has a need to continue to lease Apple computers utilizing our Apple Master Lease Agreement #6835981. This is a sole-source vendor and the Master Lease Agreement has been in place since 1999. The Board initially approved the Master Lease Agreement with Apple Computer in 2000. Miller Nash LLP, our College Counsel, reviewed and approved the updated Master Lease Agreement in June 2011. The lease will be made directly with the manufacturer, Apple Computer Inc., through the Apple Education Finance Program.

Leasing from Apple Computer Inc. allows the College to maintain cash flow in a much better manner. In addition, the agreement allows the College to lease the equipment with a one-dollar buy-out option at the end of the computer lease cycle.

RECOMMENDATION: That the Board of Directors authorize the College, under the existing Master Lease Agreement to lease Apple equipment. The three-year total expenditures will not exceed \$1.1 million. Funding will be from the General Fund.

May 15, 2014

14-130

GRANT EXPENDITURE AUTHORITY FOR PROPERTY
MANAGEMENT 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 an agreement with Right-of-Way Associates, Inc. (ROWA) to manage certain real property owned by the College that are not used to directly support the College learning environment. In the 2000 Bond Program the College acquired several buildings at Cascade including the Telephone Exchange Building. In the current 2008 Bond program, the College acquired properties north of Springville Road in anticipation of the widening of the Springville Road. ROWA was competitively selected in accordance with the College procurement rules in mid-2000.

ROWA collects rent and lease payments on behalf of the College and deposits such payments into a Trust account for the College. Payments for services provided by ROWA are made from the revenue generated from the College-owned rental properties managed by ROWA.

Due to the continuing need of such property management services, the College is in the process of updating the contract with ROWA. The annual cost of these services has been averaging \$30,000.00. Due to more than usual tenant turnover this year, FMS estimates the cost of the ROWA services will exceed the \$150,000 threshold by the end of this fiscal year ending June 30, 2014, requiring the Board of Directors approval (B505).

Increase in cost has primarily been due to the renovation and remodeling of vacated apartments in the Telephone Exchange Building near the Cascade Campus. Three of the nine units were remodeled this year, and a fourth tenant has given notice that they will be moving. The renovations have included replacing kitchen appliances with new stainless steel models, replacing old worn-out counter tops, and installing new carpeting. These modifications have made the units much more livable, and allowed the College to increase the rental rates to offset the cost of the improvements.

There is currently a waiting list of potential renters.

RECOMMENDATION: That the Board of Directors grant the expenditure authority to Right-of-Way Associates, Inc. for a not-to-exceed amount of \$170,000.00 for fiscal year 2013-14. Expenditures for this contract will come from the Trust Account set up for these Property Management Services.

May 15, 2014

14-131

AUTHORIZATION FOR OPSIS ARCHITECTURE TO
PROVIDE CONTINUED ARCHITECTURAL SERVICES
FOR THE ROCK CREEK CAMPUS 2008 BOND
PROGRAM

PREPARED BY: Kathy Kiaunis, Finance Manager, Bond Program

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: After a formal Request for Proposals process, per Resolution 10-024 on October 15, 2009, the Board awarded the architectural services contract for the Rock Creek Campus 2008 bond program to Opsis Architecture. To date, resolutions 10-058 (\$1 million), 11-090 (\$935,000), 12-072 (\$2 million), and 13-064 (\$2 million) have authorized design services totaling \$5,935,000 for work including campus master planning and initial scoping for all the proposed projects, land use planning, and design services for TSS projects, Building 7 addition, Building 2 CTE renovations, Building 1 reconfiguration and renovation, and the Building 5 addition.

At this time, authorization is needed for the continuation of design work for several projects on campus. Work includes completion of design development through construction administration services for further Building 2 renovations, Building 3 and 9 interior renovation designs, and seismic upgrades to Building 2 and 3. The cost of this work is estimated at \$875,00. The overall cost of the work with this resolution and the previously approved resolutions totals \$6,810,000.

RECOMMENDATION: That the Board of Directors authorize OPSIS Architecture to provide continued design services for the Rock Creek Campus 2008 bond program in the amount of \$875,000. All expenditures for these services will be from 2008 bond funds.

May 15, 2014

14-132

AUTHORIZATION FOR THA ARCHITECTURE, INC. TO
PROVIDE CONTINUED ARCHITECTURAL SERVICES
FOR THE CASCADE CAMPUS 2008 BOND PROGRAM

PREPARED BY: Kathy Kiaunis, Finance Manager, Bond Program

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

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

REPORT: After a formal Request for Proposals process, per Resolution #10-042 on December 3, 2009, the Board awarded the architectural services contract for the Cascade Campus 2008 bond program to THA Architecture, Inc.

To date, Resolutions 10-056 (\$1,080,000), 12-071 (\$4,384,000), 13-037 (\$200,000), and 14-009 (\$770,000) have authorized \$6,434,000 for master planning through construction documents for the academic building, new Student Center, underground parking, library renovation, generator upgrades and improvements to the Student Services Building and Terrell Hall. The design services for the library project were based on estimated fees at the time of the prior board resolution in July 2013. Actual proposed fees are higher based on the project construction value, sub-consultant fees, PCC requirements for security systems, and expanded landscape scope due to the demolition of the old Student Center. The cost of these additional services is estimated at \$364,000. This resolution and the previous resolutions together total \$6,798,000.

RECOMMENDATION: That the Board of Directors authorize THA Architecture, Inc. to provide design services for the Cascade Campus 2008 bond program. The cost for these services will be approximately \$364,000 over the next 12 months. Expenditures for these services will be from 2008 bond funds.

May 15, 2014

14-133

AUTHORIZATION FOR HOFFMAN CONSTRUCTION
TO PROVIDE CONSTRUCTION SERVICES FOR
GENERATOR UPGRADES FOR THE CASCADE
CAMPUS 2008 BOND PROGRAM

PREPARED BY: Kathy Kiaunis, Finance Manager, Bond Program

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 12-060, the Board of Directors adopted the findings and approved the exemption to authorize the use of the CM/GC alternative contracting method for Cascade Campus.

After a formal Request for Proposals process, per Resolution 12-087, the Board awarded the Construction Manager/General Contractor contract for the Cascade Campus 2008 bond program to Hoffman Construction, for an initial amount of \$500,000.

Resolutions authorized to date include 13-028 (\$2,798,824) pre-construction services and mass excavation for the underground parking garage, 13-058 (\$4,322,332) for the underground parking structure, 13-054 (\$641,637) for the Paragon renovation project, 13-067 (\$1,200,446) for security improvements and surface parking, 13-077 (\$29,264,830) and 13-091 (\$1,100,000) for the balance of the underground parking structure, Academic Building and Student Center projects, and 14-118 (\$351,647) for the Margaret Carter Technology Education Building classrooms renovation, bringing the total authorization to date to \$40,179,716.

Generator and uninterruptable power supply upgrades to provide emergency backup support for the VOIP phone system and data network are necessary as part of the campus bond improvements. The Guaranteed Maximum Price (GMP) for this work is \$ 1,202,954 plus \$60,000 for

an owner's contingency. The work will be complete for Fall Term 2014. This resolution plus the earlier authorizations totals \$41,442,670.

RECOMMENDATION: That the Board of Directors authorize Hoffman Construction to complete generator upgrades for \$1,202,954 plus an owner's contingency of \$60,000. The funds are from the 2008 Bond Program.

May 15, 2014

14-134

AUTHORIZATION FOR FORTIS CONSTRUCTION, INC.
TO PROVIDE CONSTRUCTION SERVICES FOR
BUILDING 2 RENOVATIONS FOR THE ROCK CREEK
CAMPUS 2008 BOND PROGRAM

PREPARED BY: Kathy Kiaunis, Finance Manager, Bond Program

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), 14-016 (\$738,709), 14-070 (\$2,028,459), and 14-116 (\$22,153,390) includes the Building 7 partial demolition, Building 7 addition, Building 2 CTE renovations, VOIP and generator projects, Central Distribution relocation, storm-water detention pond improvements, Building 1 reconfiguration and renovation, and Building 5 demolition and construction, totaling \$38,985,846.

The Building 2 renovation includes faculty office space for the Business, Applied Technology, and College Prep division and classroom renovations on the second floor of Building 2. The project includes acoustical remediation and seismic upgrades in the affected areas as well as relocation of an IDF room. The renovation will begin construction in June, 2014. The Guaranteed Maximum Price (GMP) for this project is \$1,428,550. An owner's

contingency of \$75,000 is requested at this time as well. This request plus the earlier authorizations results in a revised total of \$40,489,396.

RECOMMENDATION: That the Board of Directors authorize Fortis to complete the Building 2 renovations described above for \$1,503,550. Construction will be complete by Fall 2014. Funding for these projects will be from the 2008 bond fund and Rock Creek Campus general fund.

May 15, 2014

14-135

APPOINTMENT OF DELEGATES TO ATTEND THE
ASSOCIATION OF COMMUNITY COLLEGE
TRUSTEES (ACCT) 2014 COMMUNITY COLLEGE 45th
ANNUAL LEADERSHIP CONGRESS IN CHICAGO, IL
FROM OCTOBER 22-25, 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 ACCT Leadership Congress in Chicago, IL from October 22-25, 2014

RECOMMENDATION: That the Board of Directors appoint Denise Frisbee, Jim Harper, Ken Madden, Deanna Palm, Gene Pitts, Kali Thorne-Ladd and Courtney Wilton as delegates to represent the College at the ACCT Leadership Congress.

The College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under anti-discrimination laws. In addition, the College complies with applicable provisions of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), Uniformed Services Employment and Reemployment Rights Act ("USERRA"), and all local and state civil rights laws. Under this policy, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of this policy and other College efforts designed for that purpose.