



**Portland
Community
College**

Board of Directors

AGENDA

June 19, 2014

PLEASE PRINT DOUBLE-SIDED IN SUPPORT OF
BOARD POLICY B707 - SUSTAINABLE USE OF RESOURCES

Vision

Building futures for our Students and Communities

Mission

Portland Community College advances the region's long-term vitality by delivering accessible, quality education to support the academic, professional, and personal development of the diverse students and communities we serve.

Who We Are

Portland Community College is a public, multi-campus, comprehensive community college serving the lifelong learning needs of our students. We offer college transfer programs; career technical education programs; adult basic skills; opportunities to develop English as a second language; high school completion and dual credit; community and continuing education programs; and service-learning opportunities that foster the development of civic responsibility and engagement. Through extensive partnerships with business, industry, labor, educational institutions and the public sector, we provide training and learning opportunities for the local and state workforce and promote economic and community development.

We Value

- Effective teaching and student development programs that prepare students for their roles as citizens in a democratic society in a rapidly changing global economy
- An environment that is committed to diversity as well as the dignity and worth of the individual
- Leadership through innovation, continuous improvement, efficiency, and sustainability
- Leadership through the effective use of technology in learning and all College operations
- Being a responsible member of the communities we serve by actively participating in their development
- Quality, lifelong learning experiences that helps students to achieve their personal and professional goals
- Continuous professional and personal growth of our employees and students including an emphasis on fit and healthy lifestyles that decrease disease and disability
- Academic Freedom and Responsibility - creating a safe environment where competing beliefs and ideas can be openly discussed and debated
- Collaboration predicated upon a foundation of mutual trust and support
- An agile learning environment that is responsive to the changing educational needs of our students and the communities we serve – making students marketable for jobs in the future and promoting economic development
- The public's trust by effective and ethical use of public and private resources

Goals

Access: Access to learning opportunities will be expanded through the cultivation of community and business partnerships.

Diversity: Lifelong learning opportunities will be accessible to all and enriched by the diversity of our students, faculty and staff.

Quality Education: Educational excellence will be supported through assessment of learning and practicing continuous improvement and innovation in all that we do.

Student Success: Outstanding teaching, student development programs and support services will provide the foundation for student skill development, degree completion and university transfer.

Economic, Workforce, and Community Development: Training provided to individuals, community and business partners will be aligned and coordinated with local economic, educational and workforce needs.

Sustainability: Effective use and development of college and community resources (human, capital and technological) will contribute to the social, financial and environmental well-being of communities served.

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

BUSINESS SESSION

June 19, 2014

Sylvania Campus, Campus Center, Rooms 238 and 239

BOARD OF DIRECTORS

AGENDA

- 5:30 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
- 6:45 PM **Board Dinner** – Oak and Elm Rooms
- 7:30 PM **Call to Order** – CC238/239
- Introductions
 - Approval of Board Business Meeting Minutes – May 15, 2014
 - Approval of Agenda
- 7:35 PM **Information Session**
- Faculty Focus – Jeff Petit (10 minutes)
 - Achievement Compact – Chris Chairsell (10 minutes)
 - PCC Foundation Naming Policy – Kristin Watkins (10 minutes)
 - Higher Education Structure – Sandra Fowler-Hill (10 minutes)
 - Columbia County – Sandra Fowler-Hill (5 minutes)
 - Education Reform Initiative – Rob Wagner (10 minutes)
 - Internationalization – Jeremy Brown (10 minutes)
- 8:40 PM **Public Comment on Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)
- 8:45 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>
14-136 Approval of Personnel Actions–June 19, 2014.....	623
Academic Appointments	
Scott McBeth, Academic Advising Specialist Office of the Dean of Student Development, Rock Creek Campus (Temporary)	
Jeanette Muehleck, Student Resource Specialist, Office of the Dean of Instruction and Student Development, Sylvania Campus (Temporary Job Share)	
Administrative Appointments	

Traci Fordham, Chief of Staff, Office of the President
 Suzanne Johnson, Interim Campus President, Sylvania
 Campus, Office of the President (Temporary)
 Zahava Jones, Associate Bond Project Manager, Bond
 Program (Temporary)
 John MacLean, Facilities Finance Manager, Administrative
 Services
 Alfred McQuarters, Division Dean, Math, Sciences and
 Career Technical Education, Office of the Dean of
 Instruction, Southeast/Extended Learning Campus
 Vanessa Wood, Interim Grants Development Director,
 Academic and Student Affairs (Temporary)

Retirees:

14-137	Commendation of Retiring Employee – Robert Dunn.....	627
14-138	Commendation of Retiring Employee – Gary Eaton.....	628
14-139	Commendation of Retiring Employee – Daniel Kidney.....	629
14-140	Commendation of Retiring Employee – Lauren Kuhn	630
14-141	Commendation of Retiring Employee – Randy McEwen.....	631
14-142	Commendation of Retiring Employee – Leonie Patton.....	632
14-143	Commendation of Retiring Employee – Kathryn Renner.....	633
14-144	Commendation of Retiring Employee – Mary Severson.....	634
14-145	Commendation of Retiring Employee – Diane Thornton	635
14-146	Commendation of Retiring Employee – Jeff Triplett	636
14-147	Commendation of Retiring Employee – Ann Wenning	637

BIDS/CONTRACTS

14-148	Ratify Expenditure with RBA Furniture Solutions, Inc. and Authorize Additional Purchase of Used Systems Furniture	638
14-149	Authorization to Continue to Utilize E-Builder Project Management System for the 2008 Bond Program	640
14-150	Authorization to Continue Using Inter-Governmental Cooperative Contracts for Additional Purchase of Juniper Network Products	642

BUDGET

14-151	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..... 644

BOARD

14-152 PCC Achievement Compact Targets for
2014–2015 648
14-153 Revise Board Policy B 703 (First Reading) 655
14-154 Resolution Dissolving an Unnecessary
Fund and Disposing Of Fund Balance 662

- 8:50 PM **Public Comment on Non-Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)
- 8:55 PM **Reports** (5 minutes each)
Faculty
Classified
Students
Board Members
President
- 9:20 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

May 15, 2014
Southeast Center
2305 82nd Avenue, Portland, OR 97216
Community Hall
MINUTES

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 Audit Committee, OCCA, OPC, OEIB, and HECC, AACC and ACCT.

BOARD ATTENDANCE

Chair Denise Frisbee, Jim Harper, Kali Thorne Ladd, Vice Chair Deanna Palm, Gene Pitts, and Courtney Wilton

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 April 17, 2014 Board Meeting minutes were approved as published. Pitts/Harper

APPROVAL OF THE AGENDA

The agenda was approved as published. Palm/Pitts

PUBLIC COMMENT ON AGENDA ITEMS

None

RESOLUTION FOR CAMPUS DESIGNATION

The Board of Directors voted on Resolution 14-120 for the Creation of Southeast Campus. Motion was made by Director Wilton, and seconded by Director Harper. A roll call vote was taken, with all Directors approving.

INFORMATION SESSIONS

WORKSYSTEMS, INC.

Andrew McGough, Executive Director, WorkSystems, Inc.

Mr. McGough discussed the partnership of PCC and WSI since 1998. He stated that looking across the country WSI and PCC share the unique kind of relationship where we are working more hand-in-hand, more effectively to serve unemployed or dislocated workers, to transition people to post-secondary education, and to ultimately help people to be self-sufficiency. We have an unprecedented level of success and people are

starting to look at us. These successes would only be possible if people in both entities coordinate in doing the work. Engaging with the College gives WSI more “bang for the buck”. The on-the-ground work of building better systems of working creatively together will help us think differently how people are being served.

Faculty Focus

Lauren Kuhn, Instructor, Psychology

Ms. Kuhn has been teaching at PCC for 35 years. She detailed her student population to the board, and the issues they face. She also described her teaching styles within her different classes and shared her experience interacting with the students in helping them to be successful.

K-12 Partnerships

Dr. Jessica Howard, Campus President, Southeast Campus

Dr. Howard presented Accelerated Learning for High School students. This is a big part of the 11-14 (school year) transition conversation. Students, becoming college-ready and doing college work while in high school, are more likely to attend and complete college. The focus at the state level on these topics has occurred with the Accelerated Learning Committee, which reports to the OEIB. Senate Bill 222 which was passed last year established a 7 member task force which is charged with examining methods to encourage and enable students to obtain college credits while still in high school. This group would like to see high school instructor approval processes become standardized across all institutions through a statewide proficiency standard. There is concern about this notion, as currently this is an institution by institution decision.

Eastern Promise is a model that provides high schools with a variety of accelerated learning opportunities. It has over 33 high schools participating in Eastern Oregon with Blue Mountain Community College, Treasure Valley Community College, and Eastern Oregon University. It develops cross sector professional learning communities for teachers to establish outcomes and assessments.

Community colleges and COSA will be convening groups to do the work related to the Accelerated Learning Committee Report.

Workforce Analysis Report

Chau Hoang-Fossen, Interim Director, Equity and Inclusion

The annual workforce analysis is a joint effort by the Office of Equity and Inclusion, Human Resources, and Institutional Effectiveness. The report compares the PCC workforce and relevant market availability in order to monitor the College’s hiring practices. It is a snapshot as of November 1, 2013 where the total number of employees and target groups in a specific job category. A few highlights of the report can be found on page 2 of the executive summary.

University Centers

Dr. Craig Kolins, Interim Campus President, Cascade Campus

The University Center concept being considering at PCC. A University Center is to offer an opportunity for students to remain on PCC campuses while earning a Bachelor’s degree. This idea has arisen to address the 40-40-20 Goal of the state. A

few questions need to be addressed. For example: Are all PCC Campuses and Centers appropriate for a University Center concept, and if not which ones would be? Since PCC would not award the degree, what PCC programs could align with the University Center concept? What models would be employed-- a cohort student model, a tenant leasing model, a FTE reimbursement model?

Other considerations are accreditation issues, course level, PCC faculty interest, university partner interest, advising issues, promotions, parking, tech fees, student life, data sharing and administrative support. Degrees would be aligned with what our local universities are offering. Next step is for PCC to invite various university stakeholders to begin dialogue with us and to begin to explore the possibilities.

Achievement Compacts

Dr. Chris Chairsell, Vice President, Academic and Student Affairs and Laura Massey, Director, Institutional Effectiveness

Ms. Massey noted that we are the third year of collecting the data for the Achievement Compact. The data has proved to be beneficial to the College. There have been increased success rates in developmental writing, with a significant bump this fall. Success rates on national certifications, licensures and exams are exceptionally well, with over 90% pass rate. In some of the specializations it is 100% pass rate. A resolution for the Board to approve the 2014-15 Achievement Compacts will be placed in the June 19 board meeting agenda.

BUSINESS MEETING

Chair Frisbee proposed approval of Resolutions 14-121 through 14-135. The motion passed unanimously. Palm/Pitts

PUBLIC COMMENT ON NON AGENDA ITEMS

None

REPORTS

AP and Faculty Federation

Frank Goulard reported that the work groups he attends every week focus on student success. He will be attending the Developmental Education Redesign Work Group meeting tomorrow. There are 4 key people from PCC involved with it along with the representatives from the other Community Colleges. The upcoming 12 months will bring changes and successes for the student's sake. He will report back at June 19 Board Meeting.

Classified

Deborah Hall reported Classified Staff are preparing for end of the year, as students and faculty prepare to leave campus. Summer used to be a down time, but that is not the case anymore, which is good. June 20 is the Classified Retreat, at Sylvania. Dr. Brown and Board Members are welcome to join them at noon for lunch. She also mentioned in July 2008 there was a conversation with the President Pulliams and the Board regarding appointments of higher level positions. There is a lot of hiring going on, and there is concern that there was a promise from the College that executive higher level positions would not be filled by direct appointment but by an open hiring process. A new position has been created and filled, the Chief of Staff position. In

keeping with the spirit of the agreement, two questions are--Is the Chief of Staff position considered a cabinet level position and was this a hiring or a direct appointment? The Classified members take the inclusive nature of PCC and the shared governance structure that we have been working under for years. We would like to ensure that the processes are kept as open and inclusive as possible. There will be new officers coming into position for the fiscal year. Ms. Hall welcomed the new folks to the College.

ASPCC:

Rachel Black Elk, Chair, District Student Council

The students are wrapping up the year, they had a good end of the year party. It was great to see alumni, faculty, staff and administrators witness the importance of these gatherings. Each campus is registering students for the May 20 voting deadline. The last District Student Council will be May 30 at Cascade, TH 112, this is the big transition meeting and celebration. The Board, faculty, and staff are invited to join for lunch. Founders Week has been great. This will be Rachel's last meeting; she will be with her Native community in June.

Board Members:

Chair Frisbee recognized Randy McEwen as this is his last board meeting. She thanked him for his service to the College and truly appreciated all his work for the Board of Directors.

President

Dr. Brown recognized the Founder's Week events. Friday is the All Campus picnic, and Saturday in Downtown Portland will be the Gala. His Office Hours around the district were a great experience and he will continue to do it into the next year. There is a lot of progress being made on Strategic Planning. He recognized the Board Members for their attendance at various events around the district. Graduation is schedule for Friday, June 13, look forward to seeing everyone there.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:40 pm.

NEXT MEETING

The next business meeting of the Portland Community College Board of Directors will be held on June 19, 2014 at 7:30 PM at the Sylvania Campus.

Denise Frisbee, Chair

Dr. Jeremy Brown, President

Prepared by:

Jeannie Moton, Assistant to Board of Directors

Minutes approved on May 15, 2014

June 19, 2014

14-136

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)–**Scott McBeth**

Academic Advising Specialist

Office of the Dean of Student Development, Rock Creek Campus

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

Effective: May 28, 2014 to December 31, 2014

Education:	Portland State University	MS	2009
	Education		
	Seattle Pacific University	MS	1999
	Counseling Psychology		
	Seattle Pacific University	BA	1996
	Psychology		
	Whatcom Community College	AA	1993
	General		

Most Recent

Experience: Portland Community College
College Success and Career Guidance (Adjunct) and
Academic Advisor (Casual)

Applicant Flow: Article 3.64 Appointment

2. Academic Professional Appointment (Temporary Job Share)-**Jeanette Muehleck**

Student Resource Specialist

Office of the Dean of Instruction and Student Development, Sylvania Campus

Annual Salary: \$40,575 @.50 FTE Grade: 3 Step: 1

Effective: May 26, 2014 to May 25, 2015

Education:	Portland State University	MS	2001
	Adult and Continuing Education		

Education: Linfield College BS 1981
Community Service and Public Affairs

Most Recent
Experience: Portland Community College
Student Conduct and Retention Coordinator
(Temporary)

Applicant Flow: Article 3.64 Appointment

3. Administrative Appointment–Traci Fordham

Chief of Staff

Office of the President

Annual Salary: \$91,000 Grade: L

Effective: July 3, 2014

Education: Syracuse University PhD 2002
International Communication
University of Wisconsin MA 1987
Communication
University of Wisconsin BA 1985
Communication

Most Recent
Experience: St. Lawrence University
Associate Professor, Communication Studies

Applicant Flow: Direct Appointment

4. Administrative Appointment (Temporary)–Suzanne Johnson

Interim Campus President, Sylvania Campus

Office of the President

Annual Salary: \$130,000 Grade: R

Effective: July 1, 2014 to June 30, 2015

Education: Stony Brook University PhD 1990
Developmental Psychology
Stony Brook University MA 1987
Psychology
Ithaca College BA 1983
Psychology

Most Recent
Experience: Dowling College
Department Chair, Psychology Department

Applicant Flow: Direct Appointment

5. Administrative Appointment (Temporary)–Zahava Jones

Associate Bond Project Manager

Bond Program

Annual Salary: \$61,849 Grade: K

Effective: May 5, 2014 to June 30, 2016

Education: Western Carolina University BS 2000
Interior Design

Most Recent

Experience: Portland Community College
Furniture and Move Coordination Specialist

Applicant Flow: Direct Appointment

6. Administrative Appointment–John MacLean

Facilities Finance Manager

Administrative Services

Annual Salary: \$70,200 Grade: J

Effective: May 16, 2014

Education: Napier University BA 1999
Accounting

Most Recent

Experience: Portland State University
Associate Director, Business Service Center

Applicant Flow:	Gender	Ethnicity
21	Male	26 White (not of Hispanic Origin)
14	Female	3 Black or African American
3	Not Disclosed	1 Native Hawaiian/Pacific Islander
		1 Two or More Selections
		7 Not Disclosed
38	Total	38 Total

7. Administrative Appointment–Alfred McQuarters

Division Dean, Math, Sciences and Career Technical Education

Office of the Dean of Instruction, Southeast/Extended Learning Campus

Annual Salary: \$94,500 Grade: N

Effective: July 28, 2014

Education: Howard University MS 1997
Molecular and Cell Biology
Pennsylvania State University BS 1993

Life Science/ Molecular and Cell Biology

Most Recent

Experience: Malcom X College, City Colleges of Chicago
Chair, Biological Sciences Department

Applicant Flow:	Gender	Ethnicity
37	Male	41 White (not of Hispanic Origin)
19	Female	4 Black or African American
6	Not Disclosed	2 Asian
		4 Hispanic/Latino
		1 American Indian/Alaskan Native
		1 Two or More Selections
		9 Not Disclosed
<hr/>		<hr/>
62	Total	62 Total

8. Administrative Appointment (Temporary)–Vanessa Wood

Interim Grants Development Director

Academic and Student Affairs

Annual Salary: \$74,837 Grade: M

Effective: May 27, 2014 to May 26, 2015

Education: Pacific Lutheran University BA 1999
Communication Studies

Most Recent

Experience: Portland Community College
Interim Grants Manager

Applicant Flow: Direct Appointment

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN *June 19, 2014* PERSONNEL REPORT**

Male	3
Female	5
	<hr/>
	8
White (not of Hispanic Origin)	6
Black or African American	1
American Indian/Alaskan Native	1
	<hr/>
	8

June 19, 2014

14-137

COMMENDATION OF RETIRING EMPLOYEE –
ROBERT DUNN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Robert Dunn has performed faithfully in his duties as a Public Safety Officer for Portland Community College since August 11, 2003. 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.

June 19, 2014

14-138

COMMENDATION OF RETIRING EMPLOYEE –
GARY EATON

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Gary Eaton has performed faithfully in his duties as a Manager, Campus Technology Services for Portland Community College since June 18, 1990. He retires effective June 27, 2014.

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

June 19, 2014

14-139

COMMENDATION OF RETIRING EMPLOYEE –
DANIEL KIDNEY

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Dan Kidney has performed faithfully in his duties as a Full Time Faculty, Automotive Technology for Portland Community College since October 14, 1992. 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.

June 19, 2014

14-140

COMMENDATION OF RETIRING EMPLOYEE –
LAUREN KUHN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Lauren Kuhn has performed faithfully in her duties as a Part Time Psychology Instructor, Full Time Psychology Instructor and Full Time Instructor in Humanities/Social Sciences for Portland Community College since September 24, 1979. 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.

June 19, 2014

14-141

COMMENDATION OF RETIRING EMPLOYEE –
RANDY MCEWEN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Randy McEwen has performed faithfully in his duties as District Vice President, Vice President for Administrative Services and Director, Physical Plant for Portland Community College since January 21, 1999. He retires effective July 1, 2014.

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

June 19, 2014

14-142

COMMENDATION OF RETIRING EMPLOYEE –
LEONIE PATTON

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Leonie Patton has performed faithfully in her duties as a Full-time Food Service Associate for Portland Community College since January 27, 1992. She retires effective September 1, 2014.

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

June 19, 2014

14-143

COMMENDATION OF RETIRING EMPLOYEE –
KATHRYN RENNER

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Kathryn Renner has performed faithfully in her duties as Library Technician for Portland Community College since January 14, 1999. She retires effective June 6, 2014.

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

June 19, 2014

14-144

COMMENDATION OF RETIRING EMPLOYEE –
MARY SEVERSON

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Mary Severson has performed faithfully in her duties as Associate Dean of Student Records, Registration Services Manager and Academic Advising Specialist for Portland Community College since September 8, 1992. 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.

June 19, 2014

14-145

COMMENDATION OF RETIRING EMPLOYEE –
DIANE THORNTON

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Diane Thornton has performed faithfully in her duties as Assistant Coordinator in the Woman's Resource Center, Instructional Support Technician I, Instructional Administrative Assistant II, Office Assistant II and Learning Skills Specialist for Portland Community College since January 4, 1996. She retires effective July 1, 2014.

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

June 19, 2014

14-146

COMMENDATION OF RETIRING EMPLOYEE –
JEFF TRIPLETT

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Jeff Triplett has performed faithfully in his duties as Dean of Instruction and Division Dean for Portland Community College since April 26, 1995. 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.

June 19, 2014

14-147

COMMENDATION OF RETIRING EMPLOYEE –
ANN WENNING

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Ann Wenning has performed faithfully in her duties as a Full-time Instructor in Health Information Management, and an Instructional Support Technician IV for Portland Community College since August 26, 1996. 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.

June 19, 2014

14-148

RATIFY EXPENDITURE WITH RBA FURNITURE
SOLUTIONS, INC. AND AUTHORIZE ADDITIONAL
PURCHASE OF USED SYSTEMS FURNITURE

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: Board policy B 707-Sustainable Use of Resources states that PCC is committed to becoming a leader in academic programs and operational practices that model the sustainable use of resources. The Bond program is committed to meeting this policy throughout all the work that is carried out through this program.

The purchase of used furniture systems for staff workspaces was a guideline established early in the Bond planning process and which was successful in the 2000 Bond program. The selection of high-quality used furniture allows bond resources to stretch further and is environmentally responsible. Purchase of used furniture is exempt from competitive procurement through the College Public Contracting Rules of Procedure (CCR.220), which waives competitive procurement when the College has determined that the purchase will result in cost savings and will not diminish competition or encourage favoritism.

The College has become aware of a large surplus of Nike furniture that is available through RBA Furniture Solutions Inc. (RBA). RBA is a used furniture seller that has purchased an entire stock of used furniture systems. RBA is offering Herman Miller Systems furniture at a cost of about \$1,000 per workstation, which is a savings of approximately 70% from the contract costs for comparable new systems furniture. In addition, RBA prepares autoCAD layouts and parts lists, and pulls orders specific to the need. This allows us to purchase

the correct amount when we need it for the specific projects.

An initial purchase order was issued to RBA for \$46,000. Many concurrent projects at Rock Creek, Sylvania, Southeast and Cascade have benefited from the available inventory and service, which increased the demand for the RBA product bringing total expenditures to \$127,000 through the end of April. In May, two additional projects at SEC in Mt. Tabor Hall that were originally planned to use existing College furniture, had to be completed with the RBA furniture as the existing College furniture did not work within the existing spaces as was anticipated. Our existing furniture did not provide enough flexibility to accommodate the number of faculty identified for the space with a layout that would provide maximum benefit to students and staff. The furniture needed to be ordered and installed by end of Spring term to meet the move-in date. This brought the total expenditure with RBA to \$190,000, which is over the \$150,000 threshold; therefore we are requesting ratification for this overage.

In order to be able to purchase used inventory opportunistically when it comes on the market, and meets the College's needs, board authorization is requested to allow the college to purchase an additional \$660,000 in used furniture from RBA for the balance of the 2008 Bond program.

RECOMMENDATION: That the Board of Directors ratify expenditures with RBA Furniture Solutions, Inc. and authorize the Bond Program to continue to purchase used systems furniture from RBA Furniture Solutions, Inc. for a total contract amount of \$900,000 through 2016. Funding is from the 2008 Bond Fund.

June 19, 2014

14-149

AUTHORIZATION TO CONTINUE TO UTILIZE E-
BUILDER PROJECT MANAGEMENT SYSTEM FOR
THE 2008 BOND PROGRAM

PREPARED BY: Kathy Kiaunis, Bond Finance Manager

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

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

REPORT: The 2008 Bond Program had need of a project management system to track the progress of the \$450 million (all funding sources) program. In 2010, Bond staff developed specifications and reviewed several project management systems including Skire, Prolog and E-Builder. E-Builder was selected due to its configuration as an integrated online collaboration and project management system with cloud-based cost, schedule, process, form, document, and contact management modules. The initial E-Builder purchase was completed through the college's existing Dell contract for a three-year term and 17 user seats for \$128,000 (BA10-054). As the bond program ramped up, 113 additional seats as well as additional training has been required (as the user community expanded) and purchased through E-Builder directly totaling \$104,000.

July 2014 will begin the fifth year of the E-Builder licenses. With projects underway at each campus, there are currently 75 seats required, for Bond staff, college administration, architects, sub-consultants, and contractors. The annual cost of each seat is \$938. It is anticipated that the number of seats required will decrease to approximately 50 after this year, and that the system will be needed through June 2018 for a total additional cost of \$170,000. With these additional requirements the total expense for E-Builder above that authorized in BA 10-054 will be \$274,000. The estimated purchase cost will exceed the \$150,000 threshold, requiring the Board of Directors' approval.

RECOMMENDATION: That the Board of Directors authorize the Bond Program to purchase E-Builder seats for \$170,000 through June, 2017. Funding is from the 2008 Bond Fund.

June 19, 2014

14-150

AUTHORIZATION TO CONTINUE USING INTER-
GOVERNMENTAL COOPERATIVE CONTRACTS FOR
ADDITIONAL PURCHASE OF JUNIPER NETWORK
PRODUCTS

PREPARED BY: Avelina Gulmatico, Bond Procurement Coordinator

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

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

REPORT: In July 2010 (11-007), April 2011, (11-089) and August, 2013 (14-015) the Board of Directors approved the purchase of Juniper network equipment for a combined total of \$1,600,000. The Juniper products were used to upgrade the existing core network environment with a more robust, fault-tolerant, and cost-effective system that can better manage the College's growing needs. After careful analysis of the remaining projects, the Bond Program Technology staff determined an additional purchase of Juniper products will be needed for the full upgrade throughout the College. The Juniper products were selected based on their single code train (across models used to deploy solutions); a low technology operating cost over a five (5) year term; local support and reseller relationships; cost-effectiveness; onsite training, and hard operational performance.

The Bond Program desires to continue using the cooperative contracts from Western States Contracting Alliance's (WSCA) contract number: AR 229, valid through May 31, 2019 and Educational & Institutional Cooperative Purchasing's (E&I) contract number: CNR01278, valid through June 15, 2016. The College is a member of both E&I and WSCA, which are incorporated not-for-profit multi-state membership organizations dedicated to maximizing the value of state and local government technology. Utilizing inter-governmental cooperative contracts is allowed without a

competitive process per the College Procurement Rules (CCR 214).

RECOMMENDATION: That the Board of Directors authorize the continued use of the inter-governmental cooperative contracts for additional purchase of Juniper networking products. The estimated additional amount will be \$1,131.277. The contract is based on WSCA's contract (AR 229), valid through May 31, 2019 and E&I's contract (CNR01278), valid through 2016. Funding will be from 2008 Bond Fund.

June 19, 2014

14-151

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,
Financial Services
Wing-Kit Chung, Vice President, 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. In February 2014, the District adopted a supplemental budget (#1) to adjust the 2013-15 Adopted Budget for changes related to labor negotiations, finalization of the annual audit, and changes in State of Oregon community college allocations. Staff now finds it necessary to present a 2nd supplemental budget for the 2013-15 Biennium (#2). This supplemental budget request includes adjustments for increases in tuition-funded incentive course enrollment and corresponding expenditures, along with transfers to fund capital construction projects and minor adjustments to ensure budgetary compliance.

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 2013-15 Biennium 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 19th DAY OF June 2014.

ATTEST:

APPROVED:

Dr. Jeremy Brown
President

Denise Frisbee
Chair
Board of Directors

14-151 EXHIBIT A

	2013-15			2013-15
	Biennium	FY14 #1	FY14 #2	Biennium
	ADOPTED	Supplemental	Supplemental	ADJUSTED
	BUDGET	Budget	Budget	BUDGET
GENERAL FUND				
REVENUES:				
From local sources				
Property Tax - current year	\$55,743,294	0	0	\$55,743,294
Property Tax - prior year	1,453,482	0	0	1,453,482
Tuition and fees	210,809,836	0	4,091,109	214,900,945
Interest from investments	1,079,268	0	0	1,079,268
Other local sources	2,229,376	0	240,000	2,469,376
From state sources	118,158,464	15,698,705	0	133,857,169
Operating transfers in:		0		0
From Contracts & Grants Fund	3,276,181	0	0	3,276,181
From CEU/CED	355,119	411,227	0	766,346
From PERS Internal Reserve	3,360,884	0	0	3,360,884
From Bookstore Fund	996,779	0	0	996,779
From Auxiliary Fund	142,545	0	0	142,545
From Student Financial Aid Fund	511,936	0	0	511,936
From Capital Lease Purchase	1,000	18,000	0	19,000
From Print Center Fund	91,542	0	0	91,542
From Parking Operations Fund	771,502	0	0	771,502
From Food Services Fund	113,939	0	0	113,939
Total Operating Revenues	399,095,147	16,127,932	4,331,109	419,554,188
Beginning Fund Balance	21,500,000	(3,887,451)	0	17,612,549
TOTAL GENERAL FUND REVENUES	\$420,595,147	\$12,240,481	\$4,331,109	437,166,737
BY APPROPRIATION UNIT:				
Program Areas				
Sylvania	89,007,521	\$3,402,826	233,040	92,643,387
Rock Creek	59,325,658	\$1,751,921	687,745	61,765,324
Cascade	51,049,112	\$859,396	479,706	52,388,214
Extended Learning	24,001,282	\$2,438,387	1,473,617	27,913,286
Non-program areas:				
Personal Services	109,852,394	\$4,135,680	1,479,723	115,467,797
Materials, Services & Supplies	47,043,087	(\$1,826,245)	(814,376)	44,402,466
Capital Outlay	2,337,788	(\$6,945)	0	2,330,843
Transfers	4,580,991	(\$8,194)	950,000	5,522,797
Contingency	25,354,426	1,493,655	(158,346)	26,689,735
Total Appropriation	412,552,259	12,240,481	4,331,109	429,123,849
Unappropriated Ending Fund Balance	8,042,888	0	0	8,042,888
TOTAL GENERAL FUND REQUIREMENTS	420,595,147	12,240,481	4,331,109	437,166,737

	2013-15			
	Biennium	FY14 #1	FY14 #2	2013-15
	ADOPTED	Supplemental	Supplemental	Biennium
<u>CAPITAL CONSTRUCTION FUND</u>	<u>BUDGET</u>	<u>Budget</u>	<u>Budget</u>	<u>ADJUSTED</u>
<u>REVENUES:</u>				<u>BUDGET</u>
Interest	3,650,000	0	0	\$3,650,000
Proceeds from Bond Sales	0	0	0	\$0
State Sources	9,000,000	0	0	\$9,000,000
Other Revenues	860,514	0	0	\$860,514
Transfers	0	7,000	\$950,000	\$957,000
Total Operating Revenues	\$13,510,514	\$0	\$950,000	\$14,467,514
Beginning Fund Balance	251,868,573	(13,328,903)	0	\$238,539,670
TOTAL REVENUES	\$265,379,087	(13,328,903)	\$950,000	\$253,007,184
<u>EXPENDITURES AND OTHER REQUIREMENTS:</u>				
Sylvania Campus	\$37,000,000	\$0	\$700,000	\$37,700,000
Cascade Campus	\$45,500,000	\$0	\$0	\$45,500,000
Rock Creek Campus	\$50,000,000	\$0	\$250,000	\$50,250,000
Southeast Campus	\$43,000,000	\$0	\$0	\$43,000,000
District-wide Projects	\$47,000,000	(115,687)	\$0	\$46,884,313
Bond Issuance Costs	\$0	\$0	\$0	\$0
Transfers	\$0	\$0	\$0	\$0
Contingency	40,000,000	(13,206,216)	0	\$26,793,784
Sub-total	\$262,500,000	(13,321,903)	\$950,000	\$250,128,097
Unappropriated Ending Fund Balance	2,879,087	0	\$0	\$2,879,087
TOTAL FUND REQUIREMENTS	\$265,379,087	(13,321,903)	\$950,000	\$253,007,184
	2013-15			2013-15
	Biennium	FY14 #1	FY14 #2	Biennium
<u>CAPITAL LEASE/PURCHASE FUND</u>	<u>ADOPTED</u>	<u>Supplemental</u>	<u>Supplemental</u>	<u>ADJUSTED</u>
<u>REVENUES:</u>	<u>BUDGET</u>	<u>Budget</u>	<u>Budget</u>	<u>BUDGET</u>
Transfers	860,000	0	0	\$860,000
Interest	0	0	0	\$0
Total Operating Revenues	\$860,000	\$0	\$0	\$860,000
Beginning Fund Balance	47,167	(2,399)	0	\$44,768
TOTAL REVENUES	\$907,167	(2,399)	\$0	\$904,768
<u>EXPENDITURES AND OTHER REQUIREMENTS:</u>				
Debt Service - Principal	\$860,000	\$0	\$0	\$860,000
Debt Service - Interest	46,167	(20,399)	2,692	\$28,460
Transfer to Gen Fund	1,000	18,000	(2,692)	\$16,308
Sub-total	\$907,167	(2,399)	\$2,692	\$904,768
Unappropriated Ending Fund Balance	0	\$0	0	\$0
TOTAL FUND REQUIREMENTS	\$907,167	(2,399)	\$2,692	\$904,768

June 19, 2014

14-152

PCC ACHIEVEMENT COMPACT TARGETS FOR
2014 - 2015

PREPARED BY: Laura Massey, Director of Institutional Effectiveness

APPROVED BY: Dr. Christine Chairsell, Vice President, Academic and
Student Affairs
Dr. Jeremy Brown, President

REPORT: Academic and Student Affairs staff presents and
recommends Board approval of Portland Community
College's 2014 – 2015 Achievement Compact Targets to
the Outcome Measures. This will be submitted to the
Oregon Education Investment Board no later than July 1,
2014.

RECOMMENDATION: That the Board of Directors accept and approve the
Achievement Compact (Exhibit B) as is presented for
submission to the State.

Portland Community College
Achievement Compact for 2014-15

Outcome Measures	2012-13 Actual		2013-14 Projected		2014-15 Target	
Are students completing their courses of study and earning certificates and degrees?						
Number of students completing:	All	Underrepresented	All	Underrepresented	All	Underrepresented
Adult HS diplomas/GEDs	1989	N/A	1300	N/A	1300	N/A
Certificates/Oregon Transfer Modules	1686	843	1500	800	1400	800
Associate degrees	*4217	1927	3,374	1550	3300	1475
Transfers to four-year institutions	10577	3791	10,400	3500	10,000	3300
Programs of study (under development)						
Are students making progress at the college?						
Number (&/or % where indicated) of students:	All	Underrepresented	All	Underrepresented	All	Underrepresented
Enrolled Dev. Ed. Writing who complete (%)	63.5	60.4	65	62	66	66
Enrolled in Dev. Ed. Math who complete (%)	60.7	56.6	60	56	61	58
Who earn 15/30 college credits in the year (#)	22130	12825	21800	12644	20492	11885
	8801	5349	8750	5300	8225	4982
Who pass a national licensure exam (#/%)	616/92%	N/A	595/92%	N/A	570/92%	N/A
Are students making connections to and from the college?						
Number of students who:	All	Underrepresented	All	Underrepresented	All	Underrepresented
Are dual enrolled in Oregon high schools	4503	1058	5150	1200	5250	1300
Are dual enrolled in OUS	2709	980	2573	931	2392	885
Who transfer to OUS	7552	2862	7500	2850	7125	2707
Employment (under development)						
Local Priorities (Optional for each district)						
Number and/or percentage of students who:	All	Underrepresented	All	Underrepresented	All	Underrepresented
What is the level of public investment in the district?						
	2011-12 Actual		2012-13 Projected		2013-14 Target	
State funds	\$ 53,031,464		\$ 64,371,236		\$ 69,485,933	
Local Property tax revenue	\$ 28,073,130		\$ 28,700,000		\$ 29,500,000	
Total state and local operating funds	\$ 81,104,594		\$ 93,071,236		\$ 98,985,933	

*The start of PCC's institutional awarding of degrees in 2012 created a large one-time increase in total awards for the year.

Portland Community College Achievement Compact for 2013-14
For Underrepresented Students 2012-13

Outcome Measures Actual for 2012-13	African- American	Hispanic/ Latino	Native Amer. or Alaskan Native	Pacific Islander	Multi-Racial Multi-Ethnic	Economically Disadvantaged
Are students completing their courses of study and earning certificates and degrees?						
<i>Number of students completing:</i>						
Adult HS diplomas/GEDs	N/A	N/A	N/A	N/A	N/A	N/A
Certificates/Oregon Transfer Modules	55	133	24	*	29	723
Associate degrees	142	268	49	13	77	1653
Transfers to four-year institutions	445	663	109	38	296	2794
Programs of study (under development)						
Are students making progress at the college?						
<i>Number (&/or % where indicated) of students:</i>						
Enrolled Dev. Ed. Writing who complete (%)	80 **53	65.4	100 **55	N/A	40	60.4
Enrolled in Dev. Ed. Math who complete (%)	50 **45	61.8	62.5 **54	61.5 **50	61	56.3
Who earn 15/30 college credits in the year (#)	1029 312	2054 773	262 94	116 42	813 316	11203 4808
Who pass a national licensure exam (#/%)	N/A	N/A	N/A	N/A	N/A	N/A
Are students making connections to and from the college?						
<i>Number of students who:</i>						
Are dual enrolled in Oregon high schools	101	617	24	31	283	N/A
Are dual enrolled in OUS	129	199	28	13	56	689
Who transfer to OUS	293	485	74	28	207	2176
Employment (under development)						
<p>* Data suppressed</p> <p>** PCC could not verify these success rates provided in the 2013-14 compact template. The ** figures align with PCC records and closely match data provided in prior compact templates.</p>						

Portland Community College Achievement Compact for 2013-14
For Underrepresented Students 2013-14

Outcome Measures Projected for 2013-14	African- American	Hispanic/ Latino	Native Amer. or Alaskan Native	Pacific Islander	Multi-Racial Multi-Ethnic	Economically Disadvantaged
Are students completing their courses of study and earning certificates and degrees?						
<i>Number of students completing:</i>						
Adult HS diplomas/GEDs	N/A	N/A	N/A	N/A	N/A	N/A
Certificates/Oregon Transfer Modules	53	133	24	*	29	700
Associate degrees	140	270	43	13	77	1200
Transfers to four-year institutions	435	663	102	38	296	2440
Programs of study (under development)						
Are students making progress at the college?						
<i>Number (&/or % where indicated) of students:</i>						
Enrolled Dev. Ed. Writing who complete (%)	56	71	53	74	60	65
Enrolled in Dev. Ed. Math who complete (%)	45	59	52	60	56	55
Who earn 15/30 college credits in the year (#)	1000	2150	260	116	810	10003
	300	800	90	42	310	4000
Who pass a national licensure exam (#/%)	N/A	N/A	N/A	N/A	N/A	N/A
Are students making connections to and from the college?						
<i>Number of students who:</i>						
Are dual enrolled in Oregon high schools	120	650	25	35	300	N/A
Are dual enrolled in OUS	122	200	30	13	60	680
Who transfer to OUS	290	485	74	28	207	2000
Employment (under development)						
Local Priorities (Optional for each district)						
<i>Number and/or percentage of students who:</i>						

*Data suppressed

Portland Community College Achievement Compact for 2013-14
For Underrepresented Students 2014-15

Outcome Measures Targets for 2014-15	African- American	Hispanic/ Latino	Native Amer. or Alaskan Native	Pacific Islander	Multi-Racial Multi-Ethnic	Economically Disadvantaged
Are students completing their courses of study and earning certificates and degrees?						
<i>Number of students completing:</i>						
Adult HS diplomas/GEDs	N/A	N/A	N/A	N/A	N/A	N/A
Certificates/Oregon Transfer Modules	50	140	22	*	27	660
Associate degrees	130	275	40	13	77	1150
Transfers to four-year institutions	435	663	102	38	296	2440
Programs of study (under development)						
Are students making progress at the college?						
<i>Number (&/or % where indicated) of students:</i>						
Enrolled Dev. Ed. Writing who complete (%)	58	72	55	74	65	67
Enrolled in Dev. Ed. Math who complete (%)	50	62	54	63	59	60
Who earn 15/30 college credits in the year (#)	975	2200	250	110	800	9300
	275	900	80	40	300	3600
Who pass a national licensure exam (#/%)	N/A	N/A	N/A	N/A	N/A	N/A
Are students making connections to and from the college?						
<i>Number of students who:</i>						
Are dual enrolled in Oregon high schools	125	675	24	31	283	N/A
Are dual enrolled in OUS	120	199	28	13	56	689
Who transfer to OUS	290	500	74	28	207	2000
Employment (under development)						
Local Priorities (Optional for each district)						
<i>Number and/or percentage of students who:</i>						

Community College Compacts: Definitions

Outcome Measures	Definitions
Completion	
Adult HS diplomas/GEDs	The total number of adult high school diplomas as reported to <i>OCCURS</i> for each community college added to the total number of GEDs awarded at each of the GED testing centers associated with the specific community college as reported to TOPSPRO.
Certificates/Oregon Transfer Modules	The total number of certificates and modules reported to the <i>Completions</i> data collection in <i>OCCURS</i> for each community college including: <ol style="list-style-type: none"> 1. Oregon Transfer Module 2. CTE certificates requiring less than a year of course work to more than 2 years of course work 3. Certificates associated with apprenticeships 4. Career Pathway Certificates of Completion
Associate degrees	The total number of associate degrees reported to the <i>Completions</i> data collection in <i>OCCURS</i> for each community college including: <ol style="list-style-type: none"> 1. Associate of Arts Oregon Transfer 2. Associate of General Studies 3. Associate of Science 4. Career and Technical Education Associate of Science 5. Career and Technical Education Associate of Applied Science 6. Associate of Applied Science: Apprentice
Transfers to four-year institutions	The total number of students who took courses for credit during the <i>2010-11</i> academic year at the associated community college and then took at least 1 course for credit as an undergraduate at any 4-year institution in the <i>2011-12</i> academic year as determined by the National Student Clearing House Database and OUS data match.
Programs of study	(Under development; to include personal and professional development courses.)
Progress	
Percentage of students enrolled Dev. Ed. Writing who complete and number enrolled in Dev. Ed. Math who complete	The total number of developmental writing or math courses each student passed (a grade of C or better) divided by the total number of developmental writing or math courses each student took during the <i>2011-12</i> academic year as reported directly to <i>OCCURS</i> .
Number of students who earn 15/30 college credits in the year	The total number of students who reached the 15 or 30 college-level credit threshold during the academic year was determined by counting all credits earned by a student during the <i>2011-12</i> academic year.
Who pass a national licensure exam	The total number of students passing a licensure exam divided by the total number taking a national licensure exam for each community college, as reported in <i>KPM #11: Licensing Certification Rates</i> for the Department of Community Colleges and Workforce Development.

14-152 Exhibit B

Connections	
Are dual enrolled in Oregon high schools	The total number of students enrolled in dual credit programs, two-plus-two programs, advanced placement programs and International Baccalaureate programs during the <i>2011-12</i> academic year.
Are dual enrolled in OUS	The total number of students was determined as a count of students reported by the associated community college in OCCURS as being "Dual Enrolled".
Who transfer to OUS	The total number of students who took courses during the <i>2010-11</i> academic year at the associated community college and then took at least 1 course for credit as an undergraduate at an OUS institution in the <i>2011-12</i> academic year. Calculations were completed on match data with the Oregon University System's database.
Employment (under development)	(Not required in 2013-14)
Local Priorities	To be determined by each district. For each such local priority, provide a description that includes a research-based rationale for its use and what is to be accomplished with the use of such outcome measure.
Underrepresented student population	<p>The aggregate number of students in the following groups identified as disadvantaged students on page 1 of the compact and disaggregated for each of these groups* for each of the three years on pages 2-4 of the compact:</p> <ol style="list-style-type: none"> 1. African American students; 2. Hispanic/Latino students; 3. Native American or Alaska native students; 4. Pacific Islander students; 5. Multi-racial or multi-ethnic students; and, 6. Economically disadvantaged students based on receipt of Pell Grant. <p>Racial and ethnicity sub-populations are determined by the race or ethnicity submitted to the student file in OCCURS for each community college. Pell recipient status is determined by submissions by each community college to OCCURS. A student is considered a Pell Grant recipient for the entire year if he/she received a Pell Grant for at least one academic term during the 2010-11 school year.</p> <p>*In accordance with federal regulations, cell sizes fewer than six are suppressed</p>

June 19, 2014

14-153

REVISE BOARD POLICY B 703 (FIRST READING)

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

APPROVED BY: Dr. Jeremy Brown, President

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

The PCC Foundation revised its philanthropic naming policy in June 2014 in order to provide greater clarity on several issues, including the College Board's ultimate authority for the approval of philanthropic naming of buildings, spaces, college programs, and faculty or staff positions; the process the PCC Foundation will use in proposing naming agreements and obtaining such approvals from the College Board; and the types of gifts that may be considered for philanthropic naming. The PCC Foundation's Philanthropic Naming Policy is attached as Exhibit C.

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

RECOMMENDATION: That the Board of Directors approve on First Reading the proposed revision to Policy B 703 as shown in Exhibit D and adopt Exhibit C as the College's guidelines for naming buildings for philanthropic purposes.

Purpose

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

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

The purpose of this policy is to:

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

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

Naming opportunities (with the exception of endowed scholarships and program funds for excellence) are exclusively controlled and approved by the Board of Directors of PCC and PCC President as per College Naming Policy B703; the PCC Foundation will adhere to and support the College policies and processes. Changes to the PCC Foundation's Philanthropic Naming Policy will be reviewed with the College Board of Directors through the College Board Chair prior to any modifications being made.

The Foundation staff, Associate Vice President of College Advancement, and Foundation Board of Directors will in addition collaborate with the PCC President's office to:

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

Naming Process and Approvals

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

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

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

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

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

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

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

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

Minimum Gift Amounts and Pledge Period

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

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

Facilities / Space / Equipment Naming Guidelines

In general, it is expected that a donor will make a contribution of at least \$1 million before being offered a building naming opportunity. Higher minimum amounts may be set for specific opportunities and/or minimums can be adjusted in the future by the College Board of Directors.

Contributions do not have to be directly attributable to the costs of facility construction or renovation but may be directed to other philanthropic purposes at the College (scholarships, program support, etc.).

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

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

Program Naming Guidelines

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

Faculty/Staff Position Naming Guidelines

Faculty and staff positions at the College can also be named to honor a donor's philanthropic gift. Faculty/staff position naming opportunities should be intended for long-

term endowment proposals and other forms of recognition, but could be suggested to the donor for offers of support for a program for a lesser, finite number of years. In general, \$500,000 would be considered the minimum contribution for a faculty or staff position naming opportunity.

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

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

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

Guidelines for Naming Endowed Scholarships or Program Funds for Excellence

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

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

CURRENT POLICY

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

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

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

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

PROPOSED REVISION

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

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

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

Philanthropic Naming – Consideration for naming of a College facility, parts of facilities, program, faculty or staff position may be given in recognition of substantial financial gifts to the College or PCC Foundation. The PCC Foundation Board will make recommendations to the PCC President regarding naming proposals and agreements that recognize philanthropic contributions, for approval by the PCC Board of Directors. Each philanthropic naming proposal will have a specific naming agreement prepared by the PCC Foundation outlining the naming provisions, recognition/stewardship, time duration, relevant history or experience suitable for nomination, significant honors and resume/bio

of donor, and the expectations of the College and the donor. The Foundation Board will review and approve each naming agreement (involving financial contributions) before forwarding to the College President. The College President will perform the final review and forward to the College Board of Directors.

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

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

The PCC Board of Directors reserves the right to rename or terminate naming agreements upon certain triggering events. These conditions will be set forth in the naming agreement.

June 19, 2014

14-154

RESOLUTION DISSOLVING AN UNNECESSARY
FUND AND DISPOSING OF FUND BALANCE

PREPARED BY: Christina Day, Budget Manager, Financial Services

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

REPORT: In June 2013, the District adopted a biennial budget for FY2013-15 based on estimated fund balances and future funding needs and uses. After adoption, staff identified a cost-saving opportunity using reserved funds to pay off debt in the form of Certificates of Participation accounted for in the Capital Lease/Purchase Fund (8300). In February 2014, the District adopted a supplemental budget (#1) to adjust the FY13-15 Adopted Budget that authorized the necessary actions to implement the plan, including transfer of the estimated remaining fund balance to the General Fund. With the payment now complete, this fund is no longer necessary, and staff recommends its dissolution and transfer of the final ending fund balance to the General Fund.

The change presented is necessary to ensure compliance with the requirement of Sections 294.353 (Elimination of unnecessary fund; disposition of balance) 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 dissolve the Capital Lease/Purchase Fund (8300) and transfer the final fund balance to the General Fund pursuant to ORS 294.353.

BE IT THEREFORE RESOLVED that the Capital Lease/Purchase Fund (8300) is hereby dissolved, and any remaining fund balance is transferred to the General Fund (1000).

ADOPTED BY THE GOVERNING BOARD OF THE

PORTLAND COMMUNITY COLLEGE DISTRICT
THIS 19th DAY OF June 2014.

ATTEST:

APPROVED:

Dr. Jeremy Brown
President

Denise Frisbee
Chair
Board of Directors

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.