



**Portland
Community
College**

Board of Directors

AGENDA

July 17, 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

PLANNING AND BUSINESS SESSION

July 17, 2014
Newberg Center, Room 115/116
135 Werth Blvd., Newberg, OR 97132

AGENDA

- 8:30 AM **Breakfast**
- 9:00 AM **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
- 10:15 AM **BREAK**
- 10:25 AM **Call to Order**
- Introductions
 - Approval of Minutes – June 19, 2014
 - Approval of Agenda
- 10:27 AM **Election of New Chair and Vice Chair**
- Swear in Chair and Vice Chair
- 10:30 AM **Information Session**
- Treasurer Ted Wheeler
- 11:00 AM **Public Comment on Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)
- 11:05 AM **Business Session**

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.)

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Academic Professional Appointments:	
Kimberly Douthit, Veterans Resource Center Specialist, Office of the Dean of Student Support Services, Sylvania Campus	
Lindsay Sauve, Academic Advising Specialist, Campus Student Services, Sylvania Campus (Temporary Job Share)	
Magdalena Tolva, Academic Advising Specialist	

Office of the Dean of Student Development,
Sylvania Campus

Administrative Appointments:

Donna Bezio, Facilities Project Manager,
Administrative Services (Temporary)

Michele Cruse, Interim ROOTs Program Director,
Office of the Dean of Student Development,
Sylvania Campus (Temporary)

Loretta Goldy, Interim Dean of Instruction, Office of
the Dean of Instruction, Sylvania Campus
(Temporary)

Daniel Krucke, Food Services Supervisor,
Administrative Services

Scott Powell, Food Services Supervisor,
Administrative Services

Jackie Sandquist, Interim Division Dean,
Communications and Humanities, Office of the
Campus President, Rock Creek Campus
(Temporary)

Catherine Soulagés, Communications Director,
Office of the President

Vanessa Wood, Interim Grants Development Director,
Academic and Student Affairs (Temporary)

Retirees:

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15-011	Approve Adoption of the Small Procurement Limit of \$10,000 per ORS 279B.065 and Intermediate Procurement Lower Limit of \$10,000 per ORS 279B.070	21
15-012	Delegate Authority to College President to Negotiate Terms and Conditions For Sale of Real Property Near Cascade Campus	22
15-013	Delegate Authority to College President to Negotiate Terms and Conditions for Purchase of Real Property near Southeast Campus	23
15-014	Delegate Authority to College President or His Designee to Negotiate Terms and Conditions for Purchase of Real Property near Southeast Campus	25
11:10 AM	Adjourn Business Meeting and Convene Planning Session	
11:10 AM	Strategic Planning Review	
	<ul style="list-style-type: none"> • Feedback • Next Steps 	
12:10 PM	Foundation Report	
12:45 PM	Lunch	
1:20 PM	2015-2017 Budget	
2:20 PM	Board Budget	
2:40 PM	BREAK	
2:50 PM	Board Development	
3:40 PM	Board Roles	
3:50 PM	Board Meeting Structure Discussion	
4:20 PM	Wrap Up	
4:30 PM	Adjourn Planning Session	

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

BOARD OF DIRECTORS BUSINESS MEETING

June 19, 2014
Sylvania Campus
12000 S.W. 49th Avenue, Portland, OR 97219
Campus Center, Rooms 238 and 239

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

BOARD ATTENDANCE

Kali Thorne Ladd, Ken Madden, Vice Chair Deanna Palm, and Courtney Wilton

CALL TO ORDER

Vice Chair Palm called the business meeting to order at 7:30 pm and invited all present to introduce themselves.

APPROVAL OF THE MINUTES

The May 15, 2014 Board Meeting minutes were approved as published. Wilton/Madden

APPROVAL OF THE AGENDA

The agenda was approved as published. Ladd/Madden

PUBLIC COMMENT ON AGENDA ITEMS

None

INFORMATION SESSIONS

Faculty Focus

Jeff Petit, Instructor, Math

Mr. Petit presented and demonstrated GeoGebra to the Board. GeoGebra is free online open source software program that he uses with his students. Over time, he sees students moving to this type of tool and away from textbooks.

Achievement Compact

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

The Achievement Compact projections of 2014-15 are based on declines in enrollment. The report did not change much from last month's presentation. Gathering this data is difficult, only because there are 88 categories. The plus to gathering this data is that we can see how students are performing and where we need to improve to help students complete. There is no penalty for not meeting goals in the report. As a result of these findings we have made some tremendous gains in outcomes and processes.

PCC Foundation Naming Policy

Kristin Watkins, Associate Vice President, Advancement

The first reading of a naming policy will be presented as a resolution which will make changes to the College Board's Naming policy. This is timely as there are a lot of buildings coming online as a result of the bond project. The policy continues to make clear that naming is the authority and responsibility of the College Board. It does distinguish the difference between philanthropic naming and honorary naming. The Foundation would prepare naming agreements with donors, but that the approval is contingent on the approval of the President and the Board of Directors.

Higher Education Structure

Dr. Sandra Fowler-Hill, Campus President, Rock Creek

A report was presented on the structure and goals of 40-40-20. The new P-20 structure is defined by HB 2331, 3234, and 3120; along with SB 270. The groups reporting to the Governor and/or Legislature are Oregon Workforce Investment Board (OWIB), Oregon Education Investment Board (OEIB), and Higher Education Coordinating Commission (HECC).

The OEIB goals to achieve are around state wide strategies including industry sector, work ready, and system innovation.

The OEIB group is chaired by the Governor to see a unified system for public education from birth to college. It focuses is equity, best practices and student transitions, outcomes and investments, and engineering and technology industry council. Recommendations coming from the HECC board are high school to college, college culture, dual credit, and college credits earned in high school and for prior learning?.

HECC was authorized by the Legislature to improve student outcomes, make college affordable, degree authorization, licensing career schools, budget requests, budget allocations, academic programs, and the Oregon Opportunity Grant.

There are a few work groups or subcommittees under HECC. These are: Funding and Achievement, Pay it Forward, State Financial Aid, Credit for Prior Learning, Accelerated Learning, Academic Excellence, Student Success. PCC has a representative attending each of these.

Now coming under HECC, the Department of Community College and Workforce Development will continue to distribute state aid to the community colleges. It also approves new programs and course, while adopting rules for the general governance issues. CCWD is also overseeing the state implementation of Title 1B of the Workforce Investment Act. They also administer a few programs and federal grants.

Columbia County

Dr. Sandra Fowler-Hill, Campus President, Rock Creek

PCC recently reached out to Columbia County stakeholders on four separate occasions. These were a web survey to high school instructors and staff in St. Helen and Scappoose, a breakfast forum with local employers, and two community forums in Scappoose and St. Helens. The outcomes were that a physical presence is long overdue in Columbia County

with needs being tailored to the area. A few next steps will be another survey to students in those high schools, outreach to the counselors, and a follow-up forum for the community.

Education Reform Initiative

Rob Wagner, Director, Government Relations

A status update on three issues of concern to the college being pushed by Treasurer Ted Wheeler, Senator Mark Hass, and Senator Michael Dembrow was given. The first is the Oregon Student Opportunity Initiative; it was developed in 2012 after Treasurer Ted Wheeler looked at the State's bonding capacity, which was then valued at a little more than \$3 billion. He approached the idea of establishing a permanent fund; in essence, a public endowment to invest in Oregon's human capital, by increasing need based financial assistance. Currently, the Oregon Opportunity Grant only funds 1 in 5 students that are eligible. It is Treasurer Wheeler's goal to request several \$100 million dollars of the state's bonded and indebtedness capacity to spin off the interest which would provide opportunity grants over the next 20-30-40 years.

Other conversations around the legislation of 2013 are completion, additional grants, career tracks, and also leverage private sector investments. All of these are ideas are still down the road. In 2013, on a party line vote, the legislature passed Senate Joint Resolution 1, which is a referral to this November's general election to mend the constitution. It is proposed that a new article in the state constitution, Article 11R, which provides the legislature the opportunity to go into debt to provide student financial assistance. Should it pass, it would be up to the legislature to determine the level of investment they want to contribute to this fund. The measure that is being voted on this fall has nothing to do with the amount, just establishes the right of the legislature to entertain bonding in order to provide need based financial assistance. There is a lot of competition for bond dollars in the legislature.

Pay It Forward, Pay It Back was a proposal from Senator Dembrow. It was developed in 2012 at PSU, lead by an adjunct professor took the proposal to the legislature to establish Pay It Forward. Chair Dembrow entertained it favorable and they drafted HB 3472, which establishes a task force for the HECC to look at setting up a pilot project that would then need to be approved by the legislature. The plan is still being worked out.

Internationalisation

Dr. Jeremy Brown, President

This growing trend in community colleges was reflected in the number of presentations at the recent AACC meeting in Washington DC. The areas of internationalisation means international students enrolling at community colleges, infusing the global perspective into the curriculum, long and short term study abroad experiences, community colleges having an international presence and student and faculty exchanges. With respect to PCC, we are doing a very good job with a global perspective when it comes to the curriculum. The US education is a great export commodity; therefore community colleges are growing opportunities to attract these students. As our enrollments decline, we need to look at ways to recruit these students and remain revenue neutral. Data was presented by campus, stating their residency type. There is tremendous growth potential in this market, and it something PCC will continue to monitor for opportunities.

BUSINESS MEETING

Chair Frisbee proposed approval of Resolutions 14-136 through 14-154. The motion passed

unanimously. Wilton/Madden

PUBLIC COMMENT ON NON AGENDA ITEMS

Michael Sonleitner made comments on the Draft Strategic Planning, Version 1. He provided copies for all board members.

REPORTS

AP and Faculty Federation

Frank Goulard, President

Mr. Goulard reported that he has heard folks are feeling rushed with the strategic planning and would like to see it pushed back to the Fall term. He reminded the Board that HECC is focusing on student success and outcomes, student affordability. HECC met last week in Ashland, good things are happening. August 14 is the deadline to bring a funding proposal to the Governor for his consideration.

Classified

Deborah Hall, President

Ms. Hall reported that the Federation has been preparing for the Classified retreat which is tomorrow. She welcomed Dr. Baker-Flowers to the college and stated she is excited about the changes within the College. She also mentioned that there are a few Classified folks who live in Columbia County and would be happy to help the College in that arena.

Board Members:

Director Ladd welcomed Dr. Flowers to the College.

President

Dr. Brown reported that the OCR training had 100% participation from Full-time employees. He also thanked board members for their attendance at various events on behalf of PCC. Founders Week went great and events were well attended. Graduation was a huge success. Enrollment was down for 5%, the College had budgeted for 7%. Compared to other institutions, we are doing relatively well.

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 July 17, 2014 at 8:30 AM at the Newberg Center.

Denise Frisbee, Chair

Dr. Jeremy Brown, President

Prepared by:

Jeannie Moton, Assistant to Board of Directors

Minutes approved on July 17, 2014

July 17, 2014

15-001

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 – Kimberly Douthit

Veterans Resource Center Specialist

Office of the Dean of Student Support Services, Sylvania Campus

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

Effective: June 16, 2014

Education: Lebanon Valley College BA 2000
Spanish

Most Recent

Experience: Washington County Disability, Aging and Veteran Services
Veterans Services Coordinator

Applicant Flow:	Gender	Ethnicity
49	Male	15 Hispanic/Latino
47	Female	2 American Indian/Alaskan Native
4	Not Disclosed	7 Asian
		6 Black or African American
		58 White (not of Hispanic Origin)
		4 Two or More
		8 Not Disclosed
<hr/>		<hr/>
100		100 Total

2. Academic Professional Appointment (Temporary Job Share)-

Lindsay Sauve

Academic Advising Specialist

Campus Student Services, Sylvania Campus

Annual Salary: \$48,188 Grade: 3 Step: 6

Effective: July 1, 2014 to June 30, 2015

Education: Portland State University MPH 2011

Health Promotion	BA	2004
University of Oregon		
Journalism		
Santa Rosa Junior College	AA	2002
Arts and Letters		

Most Recent

Experience: Portland Community College
Academic Advising Specialist

Applicant Flow: Direct
Appointment

3. Academic Professional Appointment - Magdalena Tolva

Academic Advising Specialist

Office of the Dean of Student Development, Sylvania Campus

Annual Salary: \$53,430 Grade: 3 Step 9

Effective: July 1, 2014

Education:	Portland State University	BA	2002
	Psychology		

Most Recent

Experience: Portland Community College
Health Admissions Academic Advising Specialist
(Temporary)

Applicant Flow:	Gender	Ethnicity
1	Male	1 Hispanic/Latino
3	Female	1 White (not of Hispanic Origin)
1	Not	3 Not Disclosed
	Disclosed	
<hr/>	5	<hr/> 5 Total

4. Administrative Appointment (Temporary)–Donna Bezio

Facilities Project Manager

Administrative Services

Annual Salary: \$75,765 Grade: K

Effective: July 1, 2014 to June 30, 2016

Education:	University of Idaho	BA	1993
	Architecture		

Most Recent

Experience: Barbara Miller Design and Yes Spaces
Project Manager and Interior Design
Portland Community College

Project Manager-Facilities (casual)

Applicant Flow: Direct
Appointment

5. Administrative Appointment (Temporary)-Michele Cruse

Interim ROOTs Program Director

Office of the Dean of Student Development, Sylvania Campus

Annual Salary: \$68,600 Grade: K

Effective: July 1, 2014 to August 31, 2015

Education:	Portland State University	MPA	2002
	Public Administration		
	University of Pittsburgh	BA	2000
	Public Administration		
	Community College of Allegheny County	AA	1997
	Science		

Most Recent

Experience: Portland Community College
Student Account Services Manager

Applicant Flow: Direct
Appointment

6. Administrative Appointment (Temporary)-Loretta Goldy

Interim Dean of Instruction

Office of the Dean of Instruction, Sylvania Campus

Annual Salary: \$107,768 Grade: O

Effective: July 1, 2014 to December 31, 2015

Education:	California State University	MA	1988
	History		
	California State University	BA	1986
	History		
	Fullerton College	AA	1977
	Secretarial Science		

Most Recent

Experience: Portland Community College
Division Dean

Applicant Flow: Direct
Appointment

7. Administrative Appointment-Daniel Krucke

Food Services Supervisor

Administrative Services

Grade: H

Experience: Columbia Edgewater
Director of Food and Beverage/Assistant GM

Applicant Flow:	Gender	Ethnicity
17	Male	24 White (not of Hispanic Origin)
10	Female	1 Asian
		1 Hispanic/Latino
		1 Native Hawaiian/Pacific Islander
<hr/> 27	Total	<hr/> 27 Total

8. Administrative Appointment-Scott Powell

Food Services Supervisor

Administrative Services

Annual Salary: \$50,500

Effective: July 14, 2014

Grade: H

Most Recent

Experience: Mary's Harvest Fresh Foods
USDA Manager

Applicant Flow:	Gender		Ethnicity
17	Male	24	White (not of Hispanic Origin)
10	Female	1	Asian
		1	Hispanic/Latino
		1	Native Hawaiian/Pacific Islander
<u>27</u>	Total	<u>27</u>	Total

9. Administrative Appointment (Temporary)–Jackie Sandquist

Interim Division Dean, Communications and Humanities

Office of the Campus President, Rock Creek Campus

Annual Salary: \$82,321

Grade: N

Effective: June 21, 2014 to December 31, 2014

Education:	Western Oregon University	MED	1995
	Secondary Education		
	La Sierra University	BA	1991
	History and Political Science		

Most Recent

Experience: Portland Community College
Human Resources Representative (Temporary)

Applicant Flow: Direct
Appointment

10. Administrative Appointment–Catherine Soulages

Communications Director

Office of the President

Annual Salary: \$95,000

Grade: M

Effective: July 8, 2014

Education:	California State University	MA	1993
	English		
	University of California	BA	1990
	English		

Most Recent

Experience: OHSU Foundation
Communications Director

Applicant Flow:	Gender	Ethnicity
47	Male	9 Hispanic/Latino
54	Female	1 American Indian/Alaskan Native
12	Not Disclosed	1 Asian
		3 Black or African American
		75 White (not of Hispanic Origin)
		5 Two or More
		19 Not Disclosed
		113 Total
	113	

11. 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 *July 17, 2014* PERSONNEL REPORT**

Male	2
Female	9
	<hr/>
	11

White (not of Hispanic Origin)	9
Black or African American	1
Hispanic/Latino	1
	<hr/>
	11

July 17, 2014

15-002

COMMENDATION OF RETIRING EMPLOYEE –
CAROLYN WILSON

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Carolyn Wilson has performed faithfully in her duties as a Full-time Executive Assistant and Office Support VII for Portland Community College since September 1, 1994. 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.

July 17, 2014

15-003

CONTINUOUS APPOINTMENTS: ADMINISTRATION

PREPARED BY: Nancy Cloud, Assistant, Human Resources

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

The President RECOMMENDS that the following Administrators, having fulfilled the required probationary period, be granted continuous appointment, effective July 1, 2014:

Continuous Appointments	Job Title
Brenda Ivelisse	Associate Dean/Student Development
Xiaobin Li	Systems Analyst
Bert Logan	Director/Financial Aid & Veteran Services
Slava Mikhailov	Manager/Alternative Programs
Jennifer Reynolds	Bookstore Supervisor
Loraine Schmitt	Director/Distance Education
Kelly Schwartz	Human Resource Representative
Jodie Smith	Bookstore Supervisor
Patricia Stribling	Bookstore Supervisor
Maria Wagner	Manager/Library Technology

Special Continuous Appointment	Job Title
Rhonda Boyd	Title III Project Director
Norberto Espindola	Manager/High School Equivalency Program
Joshua Laurie	Manager/Future Connect

July 17, 2014

15-004

CONTINUOUS APPOINTMENT: FACULTY & ACADEMIC
PROFESSIONALS

PREPARED BY: Nancy Cloud, Assistant, Human Resources

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

The President RECOMMENDS that the following Faculty and Academic Professionals, having fulfilled the required probationary period, be granted continuous appointment, effective September 1, 2014:

<u>Continuous Appointments</u>	<u>Job Title</u>
Nikko Baraquio	Grants Officer
Nicole Barone	Student Conduct & Retention Coordinator
Rachel Bridgewater	Reference Librarian
Miriam Budner	Coordinator/Community Education Program
Betsey Carrillo	Senior Employment Specialist
Rhonda Collier	Instructor/Economics
Annie Crater	Instructor/Biology
Daniel Davis	Instructor/ESOL
James Earley	Counselor
Mark Easby	Instructor/English
Danica Fierman	Instructor/Developmental Education
Tara Foster	Instructor/Composition & Literature
Lucas Givens	Student Resource Specialist
Bonnie Goldberg	Admissions Specialist
David Goldman	Instructor/Electronic Engineering Technology
Peter Gramlich	Instructor/Architecture & Design
Mark Gorman	Specialist/Transportation Demand Management
Allison Gross	Instructor/Composition & Literature
Haris Gunadi	Alternate Media Specialist
Bem Hanamoto	Admissions Specialist
Nicholas Hengen Fox	Instructor/Composition & Literature
Jessica Johnson	Instructor/Developmental Reading & Writing
Alexander Jordan	Instructor/Mathematics
Joyce Kaplan	Instructor/Biology & Management of Zoo Animals
Jamee Kristen	Instructor/Sociology
Alissa Leavitt	Instructor/Personal Health

Susan Mann	Instructor/Communication Studies
Monica Martinez-Gallagher	Online Development Facilitator
Jennifer McBratney	Program Officer
Arlene McCashew	Student Resource Specialist
Liberty Olson	Instructor/Welding
Jason Palmer	Instructor/Music
DeMarcus Redeau	Academic Advising Specialist
Bryan Ruzicka	Academic Advising Specialist
Julianne Sandlin	Instructor/Art History
James Santmyer	Instructor/Computer Information Systems
Nathan Savage	Instructor/Graphic Design
Sara Seely	Reference Librarian
Christopher Seymour	Academic Advising Specialist
Karen Sorensen	Online Development Facilitator
Sofronova-Allen, Larissa	Instructor/ESOL
Joanna Sullivan	Instructor/ESOL
Susan Watson	Instructor/Computer
John Wright	Instructor/Developmental Reading & Writing
Xiaolong Yao	Instructor/Mathematics
Stephanie Yurasits	Instructor/Mathematics
Special Continuous	
<u>Appointments</u>	<u>Job Title</u>
Marie Daniels	Occupational Cluster Trainer
Jose Esparza	Instructor/GED
Tobias Sherwood	Student Resource Specialist
Conrad Williamson	Student Resource Specialist

July 17, 2014

15-005

ACCEPT BID AND AWARD CONTRACT FOR
PRINTING, BINDING, AND MAILING FOR THE
PORTLAND COMMUNITY COLLEGE COMMUNITIES
MAGAZINE

PREPARED BY: Cathy Huey, Buyer/Contract Specialist, Purchasing

FINANCIAL
RESPONSIBILITY: Kristin Watkins, Associate Vice President, College
Advancement
Dr. Jessica Howard, Campus President, Extended
Learning Campus

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

REPORT: The College is in need of printing, binding, and mailing
services for its publication of the Communities Magazine.

Over the years, the College has produced a quarterly schedule for Community Education classes that has been mailed to selected zip codes and addresses from database lists. The Communities Magazine provides a comprehensive focus on the College's students, academic programs, alumni, and partnerships with outside organizations, in addition to class information. The publication includes 16 pages of high-quality, four-color magazine content, along with Community Education class offerings printed on two-color newsprint.

An Invitation to Bid (ITB) was advertised on May 21, 2014 in the Daily Journal of Commerce, State of Oregon Procurement Information Network (ORPIN), and the College's solicitation website. A total of 27 vendors registered and received a copy of the ITB. 11 vendors were out of state, one (1) was an in-state Minority Business Enterprise (MBE) vendor, and two (2) were in-state Women Business Enterprise (WBE) vendors, none of which submitted a response.

On the due date of June 16, 2014 at 10:00 AM, the College received three (3) bids. The evaluation committee reviewed the bids based on the following

criteria: cost; production lead time; stock and binding sample and quality; printing experience and references; and State of Oregon Minority, Women & Emerging Small Business (OMWESB) Certification, sustainability efforts, and social responsibility efforts. Below is a list of the final scores:

Vendor	Score
Oregon Lithoprint	89
Eagle Web Press	82
Signature Graphics	74

Note: None are an MWESB firm.

RECOMMENDATION: That the Board of Directors approve Oregon Lithoprint. The contract will be valid for three (3) years with two (2) one (1) year extensions, not to exceed \$1,380,960.00 over the five (5) year term. Expenditures for this project will come from the General and CEU/CED Funds.

July 17, 2014

15-006

RATIFY PRESIDENTS SPENDING AUTHORITY FOR THE
LEASE PURCHASE OF A DEMONSTRATOR FIRE TRUCK
FOR THE COLLEGE FIRE SCIENCE PROGRAM

PREPARED BY: Steven J. Hopf, Finance Division Manager, Procurement

FINANCIAL
RESPONSIBILITY: John Saito, Division Dean, Allied Health, Emergency & Legal
Services, Cascade

APPROVED BY: Dr. Craig Kolins, Interim Cascade Campus President
Wing-Kit Chung, Vice President, Administrative Services
Dr. Jeremy Brown, President

REPORT: The College has a need to acquire a fire suppression truck to replace its current aging truck in the Fire Science program. Staff reviewed three available demonstrator model fire apparatus trucks for the fire science program. Only one was a cab over apparatus which was important for two primary reasons. First, the cab over apparatus is the type more commonly seen in most fire suppression agencies and will present our students, when they do operate the apparatus, with an experience most like what they will experience once they secure employment. Second, the non-cab over trucks would not fit in the department's apparatus bay.

HME Inc. in McMinnville Oregon offered the demonstrator model 1871-SFO-SFOMFD-12 side mount Silver Fox 1000 gallon fire apparatus truck SN/22541 at \$263,693.00. The vehicle was appraised at \$266,538.00. To have one built would exceed \$293,000.00. The department sought and received four proposals for a ten year lease purchase. The Municipal Leasing Credit Corporation was chosen for the favorable cost and terms.

The President's spending authority for this lease purchase of used equipment is covered under ORS279B and the Community College Rules of Procurement section 300.

RECOMMENDATION: That the Board of Directors acting as the College's Local Contract Review Board ratify the President's spending authority for the lease purchase of the specified fire truck not to exceed \$300,000. Expenditure will be funded by General Fund.

July 17, 2014

15-007

AUTHORIZE USE OF COOPERATIVE AGREEMENT
TO PURCHASE ADDITIONAL CHECK POINT
FIREWALL EQUIPMENT

PREPARED BY: Avelina Gulmatico, Procurement Coordinator, Bond Program

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program
Leslie Riester, Associate Vice President, Technology Solution Services

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

REPORT: The College Bond Program and Technology Solutions Services (TSS) department, working together, have a need to purchase additional Check Point firewall products to upgrade the remaining network firewalls and to be consistent with currently installed firewalls throughout the College. The staff selected Check Point firewall as the standard firewall for the College based on its ability to provide superior protection across the entire security gateway and to provide robust authentication capabilities to confirm the identity of all users attempting to access the network.

The need for additional larger and more robust firewalls at the network edge and core is driven by current network performance metrics. Utilization levels for our current firewall equipment are extremely high.

The network redesign project provided engineering and a detailed Check Point firewall equipment list that the College needs to purchase in order to provide the necessary security on or systems. This equipment list identified the hardware and cost for each component. This new equipment will provide firewall clusters at each location to enforce network policies and provide highly efficient local routing. Additionally, we install equipment that will address current and future threat protection levels on our network with more robust Check Point

equipment. After careful review and based on the engineering effort noted above, the staff will need an additional \$2,250,000 worth of firewall products to upgrade the remaining outdated network equipment that is nearing the end of its useful life. The purchase cost exceeds the \$150,000 threshold, which requires a formal solicitation process and Board of Directors approval.

The Department seeks approval to contract with ImmixGroup (contract # GS-35F-0511T, valid through June 26, 2017), as the Check Point public sector contract holder, based on an existing contract with the Federal General Services Administration (GSA) Information Technology Schedule 70. GSA Schedule 70 is a cooperative purchasing program, which allows state and local governments to take advantage of volume discounts offered on software, firmware, supplies, support equipment and services. ImmixGroup is the contract holder and does not sell directly; they contract with local resellers. IT Schedule 70 also provides a nationwide network of industry partners, which gives the College an ability to purchase equipment from authorized Oregon resellers located in the Portland area including Six Degrees Consulting (company headquarter in Portland) and Presidio West (Lake Oswego office). We will obtain pricing from both local resellers (Six Degrees and Presidio). We expect to purchase based on the best price.

RECOMMENDATION: That the Board of Directors authorize staff to use the GSA IT Schedule 70 contract with ImmixGroup through authorized Oregon re-sellers for the purchase of network firewall equipment. The total amount of the contract will be for not-to-exceed \$2,250,000 (approximately \$1.9 million will be funded by the Bond Program via the Bond technology initiative and \$350,000 will be funded by General funds).

July 17, 2014

15-008

AUTHORIZE AN INCREASE TO THE SPENDING
AUTHORITY FOR ROSE CITY CONTRACTING

PREPARED BY: Avelina Gulmatico, Procurement Coordinator, 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: The Board of Directors has authorized contracts for hazardous materials abatement services for Rose City Contracting as part of Resolutions 11-114 (\$200,000) and 13-092 (\$200,000). At this time, additional authorization is needed due to the number of projects and level of abatement required at various campuses. Rose City was selected for the Southeast German American Society Building (GAS), due to the project timing and their availability. The demolition of portions of the former nursing home wings required removal of asbestos in the floor material and from the caulking, which necessitated removal of the bricks from the exterior. The total cost for the GAS abatement will be \$118,000. Scheduled future abatement in conjunction with Sylvania renovations in the CT building and other projects will require an increase in the contract amount. Spending to date is \$436,234, within the permissible overrun limit, but an additional \$300,000 is requested for future work through 2016, for a revised total contract amount of \$700,000.

This request exceeds the \$150,000 threshold, which requires PCC Board of Directors approval (per Board Policy B505).

RECOMMENDATION: That the Board of Directors authorize an increase of \$300,000 to the existing abatement contract with Rose City Contracting. Expenditures for this contract are from the 2008 Bond Fund.

July 17, 2014

15-009

ACCEPT AND AWARD CONTRACTS TO PROVIDE
LABOR AND ANCILLARY SUPPLIES FOR
INSTALLATION OF CLASSROOM TECHNOLOGY
PODIUMS DISTRICTWIDE

PREPARED BY: Avelina Gulmatico, Procurement Coordinator, Bond Program

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program
Leslie Riester, Associate Vice President, Technology Solution Services

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

REPORT: The College has a need to hire contractor(s) to assist Media Services staff in the installation of technology podiums in new and remodeled classrooms throughout the College District, funded by both the Bond Program and General Funds. The standard technology podium contains networked touch panel control systems, a computer, visual presenter, DVD player, and signal router. The one-touch panel controls different functions of presentations and allows for remote management and security, and controls room technology equipment and functions. The staff estimates 75 remaining new and existing classrooms (which have never had podiums) will require technology podiums through end of the Bond Program. In addition, partly funded by the TSS Department, 175 existing classroom podiums will need to be upgraded to digital technology and wide screen displays. The successful contractor(s) will provide installation, ancillary supplies and minor equipment (on an as-needed basis). Podiums will be purchased by the College separately through Board authorization (BA 13-149). Other contracted suppliers will provide the podium retrofit equipment, such as new electronics and crestron control units. The estimated contract total will exceed the threshold of \$150,000, which requires formal solicitation process and PCC Board of Directors approval.

On May 14, 2014, an Invitation to Bid (ITB) was advertised in the Daily Journal of Commerce and was posted on the PCC Solicitation website. A total of eleven (11) vendors registered and received a copy of ITB document. Of the 11 vendors, there were 3 Oregon certified MWESB firms and 3 plan centers. At the bid closing time of 11:00 A.M., June 10, 2014, the College received 3 bids. Below is a list of bidder's names and their fees/rates. In addition to the fees, bids were also evaluated on required bid submittals such as company information, references and project experience.

Bidder	Standard base rate for single room install	Standard Hourly rate
Cochran	\$687	\$74
Compview	\$932	\$58
Troxell	\$1017	\$83

Note: No Oregon certified MWESB firms submitted a bid

After careful review, based on the bidder's information and fees/rates provided, the staff recommends Cochran and Compview for contract award. Troxell did not comply with bid submittal requirements by not providing company information, references and project experience. The staff feels that hiring two successful bidders will be in the best interest of the College, as both successful bidders may be working simultaneously to meet the project timeline requirements. The new podium installations (Bond funded) must be completed in the next two years (by end of the Bond Program) and the digital upgrade work will need to be scheduled during summer break(s) to avoid disruptions to classes. The staff also felt, after calculating the standard rate for a single room install and hourly rate, Cochran and CompView gave the lowest pricing on installation cost based on total number of hours to complete the work. This is an important factor since half of the digital upgrade work will be based on hourly rates, in addition to the 'standard base rate for a single room install'. The numbers of hours to complete the upgrade work may vary depending on the age of the systems and needed requirements.

RECOMMENDATION: That the Board of Directors accept and award contracts to Cochran and Compview to provide ancillary supplies (on an as-needed basis) and installation of classroom technology podiums throughout the College District. The initial term of the contracts will be valid for three (3) years, with an option to renew annually for an additional two (2) years. The contract total will be \$375,000 (consisting of \$131,250 from TSS Department General funds and \$243,750 from the Bond Program).

July 17, 2014

15-010

APPOINT BOARD OF DIRECTORS MEMBERS TO THE
BOARD AUDIT COMMITTEE

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

APPROVED BY: Dr. Jeremy Brown, President

REPORT: The terms of the PCC Board members on the Board Audit Committee have ended, and members need to be designated by the Board. Director Pitts (second term) and Director Wilton are nominated to be the Board members on the Committee, each for a four-year term per the Audit Committee Charter. The terms will expire on July 16, 2018.

Director Pitts is also nominated to serve as the Chair of the Committee.

RECOMMENDATION: That the Board appoint Director Gene Pitts and Director Courtney Wilton as members of the Board Audit Committee, with Director Pitts appointed as Chair of the Committee.

July 17, 2014

15-011

APPROVE ADOPTION OF THE SMALL PROCUREMENT
LIMIT OF \$10,000 PER ORS 279B.065 AND
INTERMEDIATE PROCUREMENT LOWER LIMIT OF
\$10,000 PER ORS 279B.070

PREPARED BY: Steven J. Hopf, Finance Division Manager, Procurement

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

REPORT: On November 18, 1985, in accordance with ORS 279.055 (2) the Portland Community College Board adopted Resolution #86-53 establishing the College Board of Directors as the Local Contract Review Board (LCRB) for the College. The primary function of the LCRB is the adoption of rules to govern the College's purchasing activities. At that same time the LCRB adopted the then- current Attorney General's Model Public Contract Rules and the Oregon Administrative Rules, Chapter 125, Public Contract Exemptions, as the purchasing rules for the College.

On February 24, 2005, the LCRB, per Resolution #05-059, approved adoption of the Community College Rules of Procurement (CCRP). Though ORS 279B.070 Intermediate Procurement upper limit was raised to \$150,000 the LCRB chose to maintain the intermediate procurement limits of \$5,000 to \$100,000.

On March 19, 2009, the LCRB, per Resolution #09-066 approved an increase of the upper Intermediate Procurement limit to \$150,000.

On January 1, 2014, ORS 279B.065 Small Procurement limit was raised to \$10,000 and ORS 279B.070 Intermediate Procurement lower limit was raised to \$10,000.

RECOMMENDATION: That the Board, in their capacity as the LCRB, finds that it is in the best interest of the College to modify its CCRP Section 300 to increase the current Small procurement limit to \$10,000 per ORS 279B-065 and the Intermediate procurement lower limit to \$10,000 per ORS 279B.070.

July 17, 2014

15-012

DELEGATE AUTHORITY TO COLLEGE PRESIDENT
TO NEGOTIATE TERMS AND CONDITIONS FOR SALE
OF REAL PROPERTY NEAR CASCADE CAMPUS

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

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Board Policy B214 reserves to the Board the approval of
purchase or sale of any real property.

The College purchased in 2008 a single-family residence at 1019 N. Church St., one block west of the Cascade Campus. The purchase price was \$266,790. At the time, the College had a potential interest in purchasing additional properties in this block, which is made up of one- and two-family residences. The College no longer has such an interest, in part because this block is outside the current Cascade Impact Mitigation Plan (IMP) boundary in an area that the College is unlikely to have a strategic interest in. Hence, the property is not viewed as critical to the College's future.

Property address:	1019 N. Church St.
Assessor Tax Lot #:	R226144
Property size:	4200 sq. ft.
June 2014 Appraised Market Value:	\$280,000

RECOMMENDATION: That the Board of Directors delegate its authority in Policy B214 to the College president or his designee to negotiate the terms and conditions of, and execute, a binding purchase and sale agreement for sale of the above-described property. This authority would be subject to the prior concurrence of College Counsel and the Board Chair.

July 17, 2014

15-013

DELEGATE AUTHORITY TO COLLEGE PRESIDENT
TO NEGOTIATE TERMS AND CONDITIONS FOR
PURCHASE OF REAL PROPERTY NEAR SOUTHEAST
CAMPUS

PREPARED BY: Linda Degman, Director, Bond Program
Wing-Kit Chung, Vice President, Administrative Services
Randy McEwen, Vice President

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Board Policy B214 reserves to the Board the approval of
purchase or sale of any real property.

The College has been advised that a parcel of two
adjoining properties near the Southeast Campus is for
sale. Specifically, the parcel is at the southwest corner of
the intersection of 82nd Ave. and Division St.:

Physical address: 2517 SE 82nd Ave.
Assessor tax lot number: R152092/R152093
Lot size: 29,875 sq. ft. total
Appraised Value: \$890,000

This property is in a very prominent and visible location
directly across Division St. from the Southeast Campus.
Over 30,000 cars per day pass this site. It is within the
emerging Jade District. Currently a vacant building, it
served as a furniture store and associated warehouse,
and is now prime for redevelopment. As the economy
strengthens, and as the Jade District and Powell-Division
transportation infrastructure improvements take form,
along with PDC's Neighborhood Prosperity Initiative, this
will become an increasingly valuable property.

Staff's perspective is that the opportunity to purchase this
property needs to be explored quickly. Timing may be of
the essence. Our intention is that this purchase would be
land-banked for future development.

RECOMMENDATION: That the Board of Directors delegate its authority in
Policy B214 to the College president or his designee to
negotiate the terms and conditions of, and execute if

possible, a binding purchase and sale agreement for purchase of the above-described property. This authority would be subject to the prior concurrence of College Counsel and the Board Chair. Funding for the purchase will be provided by the 2008 Bond program.

July 17, 2014

15-014

DELEGATE AUTHORITY TO COLLEGE PRESIDENT
OR HIS DESIGNEE TO NEGOTIATE TERMS AND
CONDITIONS FOR PURCHASE OF REAL PROPERTY
NEAR SOUTHEAST CAMPUS

PREPARED BY: Linda Degman, Director, Bond Program
Wing-Kit Chung, Vice President, Administrative Services
Randy McEwen, Vice President

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Board Policy B214 reserves to the Board the approval of purchase or sale of any real property.

The College was advised two years ago that a property one block to the west of the Southeast Campus was for sale. The property had been used for many years as gated employee parking (60 spaces) for the Kaiser clinic, which was established in the 1960's. With the clinic's closure, Kaiser decided to sell the property. The initial asking price (\$1 M) was so far above staff's view of the market that staff recommended that the College not pursue purchase. Subsequent bond planning made other provisions for parking that were acceptable to the City in the course of the College gaining development permits for Southeast's expansion.

A significant complicating factor is that zoning for the property is uncertain. Staff's view is that Kaiser's need to provide for employee parking developed after the clinic's development. In response to neighbor concerns, it appears that the City granted a temporary zoning change, from R2 (residential) to CN2 (neighborhood commercial) to allow the property to be developed as Kaiser employee parking. It appears that this zoning action required that the zoning revert to R2 upon a change in ownership. It further appears that this rezoning to CN2 occurred via a process that is no longer permitted, so the process for the zoning reversion is unclear. If the zoning remains CN2, and if the City views its use as "College", then its use in its current form is permitted. If the zoning reverts to R2, and the use is "College", then its use becomes subject to an Conditional

Use permit. On the other hand, if the City views the use as “Parking” as opposed to “College”, then its use as parking is not permitted in either zone.

Nonetheless, the property is of interest to the College to increase the Southeast parking supply in view of Southeast’s growth potential, if the zoning uncertainties can be resolved. Staff has begun conversations to this end with City staff.

The property details are:

Physical address: 7601 SE Division St.

Assessor tax lot number: R332517

Lot size: 40,075 sq. ft. (0.92 acres)

Assessed Value: \$377,640

Assessor’s Real Market Value: \$614,370

Appraised Value: Not determined due to clouded zoning

RECOMMENDATION: That the Board of Directors delegate its authority in Policy B214 to the College president or his designee to:

- 1) work with City staff to determine the process for resolving the zoning uncertainty, and if as finally resolved its use as PCC parking is permissible; 2) if usable by PCC, commission an appraisal; and 3) negotiate the terms and conditions of, and execute if possible, a binding purchase and sale agreement for purchase of the above-described property. This authority would be subject to the prior concurrence of College Counsel and the Board Chair. Funding for the purchase will be provided by the 2008 Bond program.

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.