



**Portland
Community
College**

Board of Directors

AGENDA

January 15, 2015

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
PO BOX 19000, Portland, Oregon 97280

BUSINESS SESSION
January 15, 2015
12000 SW 49th Avenue, Portland, Oregon, 97219
Sylvania Campus, Campus Center, Rooms 238 and 239

AGENDA

- 5:00 PM **Work Session** **CC 241**
- Internal Auditor
 - OCCA/OPC Update
 - Strategic Plan Next Steps
 - College Conversations: Equity Update
- 7:00 PM **Executive Session** - in accordance with ORS 192.660 (2), in accordance with ORS 192.660 (2), (e) Real Property Transactions, (f) Information Exempt from Public Disclosure (Attorney-Client Privilege), (h) Litigation
- 7:30 PM **Call to Order** **CC 238/239**
- Introductions
 - Approval of Agenda
- 7:35 PM **Information Session**
- Faculty Focus: John Farnum, Philosophy Instructor (10 minutes)
 - Legislative Update: Rob Wagner and Meghan Moyer (10 minutes)
 - Budget Update: Wing-Kit Chung and Jim Langstraat (10 minutes)
 - Title IX Compliance: Kim Baker-Flowers (10 minutes)
- 8: 15 PM **Public Comment on Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)
- 8:20 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.)

Academic Professional Appointments

Rachael Pecore, Community Education Program

Coordinator, Workforce, Economic and

Community Development Division,

Southeast/Extended Learning Campus

Jennifer Satalino-Stone, Dual Credit Coordinator,

Academic and Student Affairs (Temporary)

Christina Shafer, Student Conduct and Retention

Coordinator, Office of the Dean of Student

Development, Southeast/Extended Learning

Campus (Temporary)

Administrative Appointments

Christopher Brady, Program Manager I, Liberal Arts

and Pre-College Division, Southeast/Extended

Learning Campus (Temporary)

Stacey Kemi, Library Supervisor, Academic and

Student Affairs

Meghan Moyer, Government Relations Director,

Office of the President

M. Nichoel Patterson, Enrollment Services Program

Manager, Academic and Student Affairs

(Temporary)

Faculty Appointment

Todd Duncan, Instructor, Physics, Science and

Engineering Division, Sylvania Campus

(Temporary)

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BOARD

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8:25 PM **Public Comment on Non-Agenda Items** (A sign-up sheet is on a
table at the entrance of the meeting room.)

8:30 PM **Reports** (5 minutes each)
 Faculty and AP
 Classified
 Students
 Board Members
 President

8:55 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.

January 15, 2015

15-071

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-Rachael Pecore

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

Annual Salary: \$46,710 Grade: 5 Step: 1

Effective: December 22, 2014

Education:	Schumacher College	MS	2005
	Holistic Science		
	Oregon State University	BS	2001
	BioResource Research		
	Oregon State University	BA	2001
	International Studies		

Most Recent

Experience: Story Tracks
Small Business Owner

Applicant Flow:	Gender	Ethnicity
9	Male	25 White (not of Hispanic Origin)
25	Female	2 Black or African American
2	Not Disclosed	2 Asian
		1 Hispanic/Latino
		6 Not Disclosed
	<hr/>	<hr/>
	36 Total	36 Total

2. Academic Professional Appointment (Temporary)-Jennifer Satalino-Stone

Dual Credit Coordinator
Academic and Student Affairs

Annual Salary: \$44,116 Grade: 3 Step: 3

Effective: December 15, 2014 to June 20, 2015

Education:	Portland State University	MBA	1995
	Business Administration		
	University of Oregon	BS	1989
	Economics		

Most Recent

Experience: Portland Community College
Dual Credit Coordinator (Interim)

Applicant Flow:		Gender	Ethnicity
11	Male	17	White (not of Hispanic Origin)
14	Female	1	Black or African American
		1	Asian
		2	Hispanic/Latino
		4	Not Disclosed
		25	Total
		25	Total

3. Academic Professional Appointment (Temporary)-Christina Shafer

Student Conduct and Retention Coordinator

Office of the Dean of Student Development, Southeast/Extended Learning
Campus

Annual Salary: \$46,983 @ .5 FTE Grade: 4 Step: 3

Effective: January 6, 2014 to November 17, 2015

Education:	Western Kentucky University	MA	2007
	Counseling and Student Affairs		
	Oregon State University	BA	2003
	History		

Most Recent

Experience: Portland State University
Assistant Director of Residential Education

Applicant Flow:		Gender	Ethnicity
9	Male	15	White (not of Hispanic Origin)
11	Female	2	Black or African American
1	Not Disclosed	2	Asian
		1	Hispanic/Latino
		1	Not Disclosed
		21	Total
		21	Total

4. Administrative Appointment (Temporary)-Christopher Brady

Program Manager I

Liberal Arts and Pre-College Division, Southeast/Extended Learning
Campus

Annual Salary: \$53,914 Grade: I

Effective: November 24, 2014 to August 31, 2015

Education:	Portland State University	MS	2007
	Special Education		
	Portland State University	BS	2005
	Health Studies		

Most Recent

Experience: Portland Community College

Culinary Assistant Program Coordinator

Applicant Flow: Direct Appointment

5. Administrative Appointment-**Stacey Kemi**

Library Supervisor

Academic and Student Affairs

Annual Salary: \$50,000

Grade: F

Effective: December 11, 2014

Education:	Indiana University	MLS	2004
	Library Science		
	University of Oregon	BS	2000
	Anthropology		

Most Recent

Experience: Monsoon Commerce
Training Manager

Applicant Flow:	Gender	Ethnicity	
	16 Male	29 White (not of Hispanic Origin)	
	27 Female	3 Black or African American	
	4 Not Disclosed	2 Asian	
		4 Hispanic/Latino	
		1 Two or More Selections	
		8 Not Disclosed	
	47 Total	47 Total	

6. Administrative Appointment-**Meghan Moyer**

Government Relations Director

Office of the President

Annual Salary: \$94,059

Grade: M

Effective: January 2, 2015

Education:	American University	MA	2007
	Political Science		
	American University	BA	2002
	Political Science		

Most Recent

Experience: SEIU Local 503
Senior Political and Policy Strategist/Lobbyist

Applicant Flow:	Gender	Ethnicity	
	16 Male	26 White (not of Hispanic Origin)	
	15 Female	1 Black or African American	
	2 Not Disclosed	1 Hispanic/Latino	
		1 Two or More Selections	
		4 Not Disclosed	
	33 Total	33 Total	

7. Administrative Appointment (Temporary)-M. Nichoel Patterson

Enrollment Services Program Manager

Academic and Student Affairs

Annual Salary: \$53,914 Grade: I

Effective: December 21, 2014 to December 20, 2015

Education: Humboldt State University BA 1999
Theatre Arts

Most Recent

Experience: Portland Community College
Senior Enrollment Services Specialist

Applicant Flow: Direct Appointment

8. Faculty Appointment (Temporary)-Todd Duncan

Instructor, Physics

Science and Engineering Division, Sylvania Campus

Annual Salary: \$53,965 Step: 3

Effective: January 5, 2015 to September 6, 2015

Education: University of Chicago PhD 1997
Astronomy
Cambridge University MA 1994
Physics
University of Illinois BS 1992
Physics

Most Recent

Experience: Portland Community College
Instructor, Physics (Adjunct)

Applicant Flow: Article 3.64 Appointment

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN January 15, 2015 PERSONNEL REPORT**

Male	2
Female	6
	<hr/>
	8

White (not of Hispanic Origin)	8
	<hr/>
	8

January 15, 2015

15-072

COMMENDATION OF RETIRING EMPLOYEE –
WING-KIT CHUNG

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Wing-Kit Chung has performed faithfully in his duties as Director of Financial Services, Associate Vice President of Finance Services, Vice President of Finance and Vice President of Administrative Services for Portland Community College since July 12, 1991. He retires effective January 31, 2015.

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

January 15, 2015

15-073

COMMENDATION OF RETIRING EMPLOYEE –
SUSAN GARBER

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Susan Garber has performed faithfully in her duties as an Instructor/Alcohol & Drug Counseling for Portland Community College since September 28, 1981. She retires effective March 30, 2015

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

January 15, 2015

15-074

COMMENDATION OF RETIRING EMPLOYEE –
MICHAEL KIES

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Michael Kies has performed faithfully in his duties as a Full Time Faculty in Civil and Mechanical Engineering for Portland Community College since September 1, 1997. He retires effective December 31, 2014.

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

January 15, 2015

15-075

COMMENDATION OF RETIRING EMPLOYEE –
KATHY STONE

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Kathy Stone has performed faithfully in her duties as an Accountant II, Vending Operations Clerk and an Accounting Clerk for Portland Community College since June 20, 1994. She retires effective February 27, 2015

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

January 15, 2015

15-076

DELEGATE AUTHORITY TO PRESIDENT TO NEGOTIATE
LEASE FOR SOUTHEAST CAMPUS CHILDCARE CENTER

PREPARED BY: Kathy Kiaunis, Finance Manager, Bond Program

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

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

REPORT: The Childcare facility in the former German American Society property (GAS) will be completed in late Spring 2015 with an anticipated opening in Fall 2015. The College desires to explore viable childcare service delivery models, and enter into a lease with a service provider that best meets the College's desired criteria for licensing, service delivery, hours, and fees. College purchasing policies require that any lease that may exceed \$150,000 receive board approval.

As service provider tenants are identified, the College would like to engage in negotiations for a lease, and determine lease rates, hours of operation, and other considerations, with the assistance of College Counsel, and is requesting that the Board delegate authority to the President or his designee to negotiate the lease agreement.

RECOMMENDATION: That the Board delegate authority to the President or his designee to negotiate the lease agreement for the Southeast Campus childcare facility, subject to the prior concurrence of College Counsel.

January 15, 2015

15-077

PORTLAND COMMUNITY COLLEGE 2015
DISTINGUISHED PATRON AWARD NOMINEES

PREPARED BY: Rob Wagner, Associate Vice President, College Advancement

APPROVED BY: Dr. Jeremy Brown, President

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

To date, ten Patron Awards have been bestowed. Award recipients include Richard and Sharon Helzer, and Doreen Margolin (posthumously, 2007); Norma Jean Germond (2008); Barbara Raz and Mary Holmstrom (2009); Lee and Virginia Finders (posthumously, 2010); the James F. and Marion L. Miller Foundation (2011); the Intel Corporation and The Oregon Community Foundation (2012); No award (2013); Ross Leinhart and Sheila Edwards-Lienhart (posthumously, 2014).

For the 2015 Patron Award the College President nominates The Renaissance Foundation.

The Renaissance Foundation was founded by Irvin Levin, a leader in retail financial services, and Stephanie Fowler, a psychotherapist and counselor. Together, Mr. Levin and Ms. Fowler have been champions of higher education at many institutions, including Portland Community College. Their family foundation, The Renaissance Foundation is a major donor (\$60,000) to the PCC Future Connect Program. For the last three years, this gift has provided transfer advising services to 10 Future Connect students who are named Renaissance Scholars. Upon transfer from PCC to a four-year institution within the state of Oregon, Renaissance Scholars receive a scholarship. This year, The Renaissance Foundation committed yet another significant gift of \$89,500 to fund a new student mentoring program, the Cascade African American Men's Scholar Project. The project matches 10 Mentors and 30 Mentees at the Cascade Campus, providing a

paid leadership opportunity. Mentors who complete the mentoring program receive a transfer scholarship from the Renaissance Foundation; Mentees who complete the program are eligible to apply for transfer scholarships.

RECOMMENDATION: To award the 2015 Portland Community College Distinguished Patron Award to The Renaissance Foundation at the PCC Foundation Gala on April 10, 2015.

January 15, 2015

15-078

APPLY TO THE STATE BOARD OF EDUCATION FOR
APPROVAL OF THE CERTIFICATE IN EMERGENCY
MEDICAL SERVICES FOR PORTLAND COMMUNITY
COLLEGE

PREPARED BY: Sally Earll, Curriculum Coordinator, Curriculum Support Services

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

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

REPORT: The proposed Certificate in Emergency Medical Services is for individuals who want to become a licensed Emergency Medical Technician (EMT). The target for this certificate is any individual whose goal is to have a career in emergency medical services. The certificate includes 10 credits of EMT Part I and Part II, which prepares students for the certification exam. The certificate also includes competencies that students need to be prepared for the field position of EMT/Ambulance driver. Competencies include ambulance-operator training, hazardous-materials awareness, patient extrication, EMS communication systems, therapeutic communications, patient care and documentation, and college-level writing. Development of the certificate was based upon a recommendation from the EMT Advisory Committee specifically.

RECOMMENDATION: That the College be authorized to submit an application to the Oregon State Board of Education for the Certificate in Emergency Medical Services for Portland Community College.

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.