

**Portland  
Community  
College**

# Board of Directors

## AGENDA

February 19, 2015

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.

BOARD OF DIRECTORS  
Portland Community College  
PO BOX 19000, Portland, Oregon 97280

BUSINESS SESSION  
February 19, 2015  
1626 Southeast Water Avenue, Portland, OR 97412  
CLIMB Center, Auditorium, Room 102

AGENDA

- |          |  |                 |
|----------|--|-----------------|
| 5:00 PM  | <b>Work Session</b> <ul style="list-style-type: none"><li>• OCCA/OPC Update</li><li>• Budget Update</li><li>• Strategic Planning</li><li>• Space Utilization</li><li>• Legislative Update</li></ul>  | <b>Room 102</b> |
| 7:00 PM  | <b>Executive Session</b> - in accordance with ORS 192.660 (2), in accordance with ORS 192.660 (2), (d) Labor Negotiation, (e) Real Property Transactions, (f) Information Exempt from Public Disclosure (Attorney-Client Privilege), (h) Litigation  |                 |
| 7:30 PM  | <b>Call to Order</b> <ul style="list-style-type: none"><li>• Introductions</li><li>• Approval of Minutes, October 16, 2014 and December 11, 2014</li><li>• Approval of Agenda</li></ul>  | <b>Room 104</b> |
| 7:35 PM  | <b>Information Session</b> <ul style="list-style-type: none"><li>• Faculty Focus: Jessica Bernards, Math Instructor (10 minutes)</li><li>• CLIMB Update: Bob Hanks (10 minutes)</li><li>• Open Education Resources: Dr. Chris Chairsell and Donna Reed (10 minutes)</li><li>• PCC Public Opinion Poll Update: Rob Wagner and John Horvick (10 minutes)</li></ul> |                 |
| 8: 15 PM | <b>Public Comment on Agenda Items</b> (A sign-up sheet is on a table at the entrance of the meeting room.)   |                 |
| 8:20 PM  | <b>Business Meeting</b><br><br><b>Consent Agenda:</b> (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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<b>Academic Professional Appointments</b>	
Misty Bouse, Major Gift Officer, Office of the President	
Stephanie Cornes, Veterans Resource Center Specialist, Office of the Dean of Student Development, Rock Creek Campus	
Maria Fernandez, Employment Specialist, Workforce, Economic Development Division, Southeast/Extended Learning Campus (Temporary)	
<b>Administrative Appointments</b>	
Nathan Cantlin, Interim Director of Corrections, Liberal Arts and Pre-College Division, Southeast/Extended Learning Campus (Temporary)	
Marc Goldberg, Associate Vice President, Workforce and Community Development, Office of the College Vice President	
Gordon Herbst, Interim Vice President of Administrative Services, Office of the College Vice President (Temporary)	
Elijah Herr, Interim Assistant Financial Aid Director, Academic and Student Affairs (Temporary)	
Will Parnell, Interim Library Access Services Manager, Academic and Student Affairs	
<b>Faculty Appointment</b>	
Jon Briggs, Instructor, Biology, Science and Technology Division, Rock Creek Campus (Temporary)	
Cody Luff, Instructor, Developmental Education/English, Student Support Services and Adult Basic Skills Division, Sylvania Campus	
Michael Schumann, Instructor, Civil and Mechanical Engineering Technology, Science and Engineering Division, Sylvania Campus	
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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**

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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

BUSINESS SESSION  
October 16, 2014  
12000 SW 49th Avenue, Portland, OR 97219  
Sylvania Campus, Conference Rooms A and B

**MINUTES**

**WORKING SESSION**

The Board of Directors met over dinner to discuss OCCA/OPC, Strategic Planning and the Audit Committee.

**EXECUTIVE SESSION**

The Board of Directors met in accordance with ORS 192.660 (2), in accordance with ORS 192.660 (2), (e) Real Property Transactions, (f) Information Exempt from Public Disclosure (Attorney-Client Privilege) and (h) Litigation.

**RECOGNITION**

Dr. Brown recognized the outstanding students who received NASA scholarships.

**INFORMATION SESSIONS**

Faculty Focus

April Ann Fong, Instructor, Biology

Ms. Fong teaches biology and environmental studies, she has been with PCC for twenty-one years. Her department has health studies, anatomy, physiology, micro, bio, and environmental studies; it is a real diverse program that feed into transfer many programs. They are dedicated to doing this, and some get nothing in return. The Biology 101 lab manual is about \$25, and the Cell Biology is \$20. This really makes a huge difference to students, and they appreciate it so much.

The department also keeps up with national standards and articulation. There will be a team from all four campuses going to PULSE, which is the Partnership for Undergraduate Life Science Education. The purpose is to envision how to better align programs with national standards. A few faculty members are working on getting research into the undergraduate programs offered at PCC. Currently there is some research required for projects, but they trying to get more formalized research programs for the degrees. The work is grant funded from NSF and NIH.

A few things the faculty members are working on are getting reduced prices so that every student could test their own cheek cells, mentoring part time faculty, and internationalizing the curriculum. Students are doing community based learning, open labs and review sessions to ensure success.

She just went on sabbatical last year for citizen based learning. There all sorts of volunteer and citizen science projects, around the world even. She traveled to France

and did an earth wedge project which was about climate change effects on marmot populations in the French Alps. Inspired by the trip she is working with the Oregon Zoo on a program called the Cascades Pika Watch.

Ms. Fong also has her botany class looking at bud times and flowering times. The students are really excited to have programs that they can contribute real data in a project rather than just going out and doing something.

A student that came through PCC that was an ex-heroin addict who had been doing heroin since he was eighteen and was in the foster-care system, he now has a degree from Oregon State.

They also have issues based projects with Northwest Earth and environmental based projects. Field trips are expensive, but are really important because they are getting experience that would happen in the classroom. These include trips to the coast and desert.

Chair Palm thanked Ms. Fong for the attention to student expenses, and making it more affordable for them.

#### Accelerated Learning

Dr. Chris Chairsell, Vice President of Academic and Student Affairs, Kendra Cawley, Dean of Academic Affairs, and Beth Molenkamp, Dual Credit Program

Dr. Cawley gave a broad overview of accelerated learning in the state and the dual credit program. The dual credit program gives the most credits for students in high school. Accelerated learning takes a number of different forms, it comes in four main flavors. Most people are familiar with advanced placement and international baccalaureate. The high school courses are designed to national and international standards. Students can also earn college credits while in high school by actually coming onto our campuses. The program offers several programs to do this: Middle College, Early College, and Gateway to College. Several hundred students earn college credit while in high school. Dual credit is the reverse of that in a sense. Students take high school classes, but the high school classes are aligned with college courses. There are about 5,000 students a year earning credit from the Dual Credit Program. There are formal articulation agreements that outline that alignment. Students register for PCC courses. In order to provide the highest quality experience for students and truly prepare them for college, students and instructors need to realize that the courses are college classes taught at the high school. The program strives to make it a reality for every student. Students earned over 33,000 credits last year. The classes were taught by 165 high school faculty with college qualifications, and the numbers continue to increase. PCC is not the only school or state that provides dual credit opportunities for students. NACEP is the national governing body for dual credit, the state of Oregon adopted a modified version of the standards. One of the major responsibilities of dual credit office is to help design and provide opportunities for meaningful collaboration between the high school and college faculty. It is essential

that the content, pedagogy and philosophy of courses match so that PCC credit means the same thing wherever offered and however delivered. Costs paid by students vary from one community college to another. Equity and access are important cornerstones of our program. Because the high school faculty are not paid by PCC, yet they need to meet the same qualifications, the dual credit office essentially serves as the keeper of Human Resources, syllabus, articulation and assessment records for teachers.

CRNs are created for the dual credit classes. The office provides support to students, so that they can register and access PCC resources. They prepare reports, meet with stakeholders, and attend relevant statewide and national meetings. One measure of success of dual credit and accelerated learning is how students use that credit after graduating. Institutional effectiveness has gathered data that shows 50% of PCC dual credit students' transfer to a university, 20% transfer to a community college, and 30% were not traceable. Of that 20%, 18% come to PCC, while the remaining 2% attend other community colleges.

Senate Bill 222 which was passed in the 2013 legislative session established the accelerated learning committee. That group has a seven member taskforce that was chaired by Nancy Golden, included Senators Mark Hass and Bruce Starr and Representatives Lew Frederick and John Huffman as well as Lincoln High School principal and a business representative from Bend. The investigated for about one year and the report was provided to the Legislature on October 1<sup>st</sup>.

There are still some parts in it that are problematic. The biggest focus is on student access and equity in that access and student cost. They also recognized that there are funding issues, unmet funding issues in providing dual credit, particularly at the scale that they would like to do it. They want to make some courses, like Writing 121 and Math 111 available to every high school student in the state. There are also some outstanding issues with instructor qualifications.

Community college districts have boundaries and can only offer our dual credit within those boundaries. The universities don't have boundaries so there is tension with respecting the work that the community colleges do. The other thing is that some of the colleges, and in particular the regional universities have been very aggressively pursuing competency and proficiency based models. They have secured one of the Eastern Promise replication grants, naming it Oregon Metro Connects. Work is being done with Mt. Hood Community College and PSU, along with a number of our high school partners. One of the main components is making a marked expansion of our dual credit in math, offering Math 95 and also piloting an instructor of record model for Math 111, because the Math 111 instructor qualifications are more difficult for the high school faculty to meet. The grant is also allowing expansion of the reach of the college in career guidance courses and professional learning communities. In addition, they are trying to make sure that the instructor approval process at PCC is clear.

Director Thorne-Ladd asked if there is data collected that's aggregated in terms of who was having access to dual credit. Ms. Molenkamp said that the data is broken down to



that detail. She also noted that the high schools collect that information and report it to the state. Director Thorne-Ladd commented that if the college is focused on equity and access then the baseline of where we are in terms of who is having access becomes very important. She added that her experience in the K12 system has shown that the access has not been equitable. She would like to be able to see that information and also benchmark and see if PCC is contributing to positive change.

Chair Palm noted that looking at page 18 and 19 of the report one can see that some high schools take tremendous advantage of this program. What causes some schools to take advantage of the program? Dr. Cawley noted that Sherwood has very actively participated in making sure they have as many teachers as possible eligible to teach dual credit. Every math teacher at those schools is able to teach in the program, all the way up to calculus. They offer biology, and all of the career technology programs are articulated. They provide different levels of diplomas to recognize what the students have achieved as well. Lake Oswego on the other hand has really chosen to rely on the AP model for their accelerated credit.

Director Wilton noted that from his personal experience dual credit is very popular with parents. High school students graduating with a year's worth of college credits saves money and gives students a taste of college early. They feel a connection even though it's at the high school. Sometimes people argue this takes away enrollment from the community college. There may be some cases where that's the case. I think it also facilitates it as well, and that it establishes a connection that otherwise might not happen. He asked about instructor qualifications; there's been a requirement that the high school instructor have a Master's in the subject they're in-there are a number of very qualified high school instructors who have Master's in teaching, who have very high achievement in their class-given that they'll never be able to teach dual credit because of that lack of subject Master's.

Dr. Cawley answered that there are a couple of things that are relevant to this. There is an Oregon Administrative Rule that applies to community colleges and actually doesn't apply to universities; it says that in the lower division collegiate courses that faculty need a Master's degree in the subject area or a closely related area. Then there is a caveat for demonstrated competency and presidential waiver, but fundamentally the instructor qualifications are written around that. It is the practice as a college with accreditation that we design our instructor qualifications. This is done based on faculty recommendation. In some disciplines faculty have actually said Masters of Education with thirty graduate hours in the subject area is fine. There are two other standards that need attention; one is the Oregon standards for dual credit, which say that the instructors teaching dual credit in high school have to meet the same requirements that they would if they were teaching at the college. This is essentially echoed in the Northwest Colleges and Universities Accreditation. Wherever offered and however delivered we have to meet those same qualifications. There are interesting challenges for that. The accelerated learning committee is very committed to having easier pathways for teachers to be approved. In fact, in the legislative concept paper right now they would like to make it so that when a teacher's approved at one, to teach dual credit

through one community college, they're automatically approved through any other community college, which also means they would be approved at all community colleges to teach on the ground here. The erosion of local control over our instructor qualifications is one of the things that community colleges are not real pleased with the legislative concept and are working on ways to fix that.

Director Wilton also asked how PCC does this for free. Dr. Cawley answered that this is a general fund contribution of PCC for the good of the community. So PCC funds the office and compensates faculty for the interaction. We're doing it out of the goodness of our heart. Dr. Chairsell added that there was a \$35 dollar transfer fee; a few years ago the fees were dropped because it was felt to be a barrier to completion. Students weren't transferring what they were learning in dual credit, but after the fee was dropped it soared. However, the accelerated learning committee has also put through a funding model that will change that a bit. They recognize that there are costs to this so they are proposing a range of funding. The proposal is between 10%-90% of the tuition to come from the school districts. The actual amount would be negotiated based on the magnitude of our input into the interaction.

Director Madden noted that one of the issues that keeps coming up is how the career technical programs help come out of the high school. He hears routinely from employers that we're leading the nation in loss of that aptitude with the young people by not getting it to them earlier. It's always been his assumption that it's never going to be going back into the high schools because the infrastructure costs of bringing equipment in, yet the community college has that infrastructure already in place. From this dialogue it sounds like all the dual credits are actually done at the high school. Is there ever an opportunity to do that at the community college where if a student has an aptitude for auto body, or woodworking, or metals, that they could maybe take a metals class, or a wood working class at PCC and still get that dual credit where they would be getting high school credit in addition to college credit if they should go on to go to higher education? Dr. Cawley said this is a concern for all that are working in CTE in the state. They are trying to come up with models that would bring students to the college, whether they would be given just a sampling of the courses, whether they might be here more on a full time or a part time basis. They do encourage our partners to come to the college for visit. They have students that use the Makers' Space and work with manufacturing faculty. They are working to increase that amount. Director Madden that he truly think it's very difficult to bring welding classes back into the high schools, which he thinks contributes to the dropout rate. Students that don't have the access to that don't want to be in school anymore because it's not for them. Dr. Cawley stated that she agrees, the summary for the CTE dual credit on page 20 give more information.

Director Harper stated that he is a huge supporter of accelerated learning. He wanted to know when you talk about the accelerated learning committee, is it the state accelerated learning committee, or are the individual college learning committees. Dr. Cawley was referring to that state workforce, the one that Nancy Golden chaired.

Chair Palm added that as a parent of two kids that actually took advantage of dual credit, thank you. The savings are amazing.

Director Frisbee commented on the slide noting where dual credit students go. That 20% go onto community college, she is surprised it's not a higher percent since general fund dollars are being invested, it would be nice to see more coming to PCC. It seems like that's a number we could target to raise, because if it's general fund dollars more return would be great. Dr. Cawley noted that they have been trying to work with the high schools, the "think PCC first" involving our students so they consider us, not waiting until they're seniors either.

### Makers' Space

Dieterich Steinmetz, Division Dean, Science Gregg Meyer, Instructor, Engineering, Benny Hill, Support Tech, Engineering, Jordan Nickerson, Student

Mr. Meyer reported on the PCC Makers' Space on the Sylvania Campus. The Makers' Space is an innovation center where students and faculty can come and just turn ideas into reality. The space is for students, as well as being used for outreach activities in dual credit, industry and area high schools. The space has houses Portland's largest 3-D printer forum, there are over twenty 3-D printers. There are a couple of dozen other computer controlled devices ranging from laser cutters to sewing machines. By far the most interesting part of it is the connections that they make with each other, faculty and students, faculty across campuses, and with our industry partnerships.

Not only do the classes have easy access to the space, they also help with outreach activities for underrepresented populations, and occasionally get requests from others around campus. For example, Marilyn Thomas from biology asked if they could make 60 quiz holders for her students. There is a blog that tracks all of the activities on the PCC website. The impetus is design for good, which is the spirit that they are trying to foster.

Mr. Hill he started by thanking Portland Community College for supporting the Makers' Space. He added thanks to the college for his trip to John Hopkins University for the Prostheticist Meet Printers conference. He referenced a slide, which showed the donated prosthetic hands to the conference. The top donator at the conference was Portland Community College, which was an awesome feat for us. The focus of the conference was mainstreaming open source 3-D printed prosthetics, for underserved populations. One of the many highlights of the whole conference was watching a panel of families who had been building and printing their own hands in the past year talk about their experiences. It was really quite inspiring. Part of the empowering concepts at the conference was having the recipients and their families spend two to three hours building the hands that they received. They had to invest time in building the hand. The slogan at the conference was, with great hands comes great responsibility. Having a pay it forward kind of stigma to it, these recipients were going to go out and spread this idea. It was really cool.

The space has an open door policy. It is doubtful that any another campus in the country has such a wide range of technology and tools with such accessibility to students.

Mr. Nickerson met Gregg Meyer at a 3-D printing meet up, and saw his prosthetic hand. They started a conversation and Mr. Meyer invited him down to Makers' Space. Now they are making all of these hands for people who don't have hands. Before he was here, he could have never done this. Makers' Space has enabled him to actually grab something for the first time with his left hand. With the modern prosthetics, they're just hooks and they don't really help for many kids, and even adults. Most take a long time to learn, but he figured out how to use this immediately, because it works with natural body movement. At John Hopkins they gave the ability of picking things up to every child who couldn't at one point. They are going to move on to feet, and even give the ability for a deaf person to watch a movie for the first time on opening night, with the help of students and faculty, they we could make some sort of eye glass, like Google glass to watch movies with subtitles, and while you're watching the movie subtitles would go across the glasses. The hands cost next to nothing, the commercial grade prosthetics cost around \$5,000, and most aren't covered by insurance.

Mr. Steinmetz noted a couple of points. The collaboration and outreach that these folks have is a part of their vision. The Makers' Space is how businesses and high schools are connecting with us to meet a particular need that we can measure when they're done. He also recognized that it would not have been possible to do this without support from the library, facilities and maintenance. Makers' Space has been around just ten months, it is growing at an enormously fast trajectory for development. There are faculty and departments involved from all four campuses, this is not only for Sylvania event, and it's not just an engineering activity. More than half of the departments at PCC have been involved are outside of science and engineering fields. They are looking at sculpture and art, the disabilities services office and a whole range of partners.

They are also partnering with non-profits including Louis Stokes Alliance for Minority Participation, and the Portland Metro STEM Hub that has really helped out in training high school teachers and faculty in ways to reach students who have not traditionally been involved in science and engineering. A lot of this work has been funded through grants from the OEIB STEM Investment Council. A big part of their work has been developing a dual credit Engineering 100 class. They have taught fifty to seventy-five students the one credit career exploration class, keep that in mind, seventy-five students a year is not a particularly high number of students. One of the needs that have been identified at the state level by the STEM Investment Council is the need to double the number of STEM graduates. One and a half percent of college graduates are in STEM. There are countries that graduate 20%-30%.

The second point to mention is a couple of examples really to inspire you again, about what might be possible with the Makers' Space. There are a lot of businesses that have supported the space. Autodesk is donating software because they'd like to see some

software in the future. Intel has supported in many different ways, and most recently provided a donation of 400 computers. This donation is worth over half a million dollars, to support not just the PCC labs here at the college, but other non-profits that we work.

They are running a pilot to get a hundred students a year; this would more than double our engineering completion rates. The pilot is funded by OEIB STEM Investment Council. On Tuesday the Beaverton School District mentioned next year after the pilot they'd really like to reach every single student in their district. That's 3,500 students to 4,000 students, every one of their freshman students. They're taking on the expense of developing those physics and STEM classes. PCC's role is to help educate their teachers.

Director Madden noted a 3-D printer is a lot cheaper than a welding machine, a lot more affordable space-wise. He is glad to hear that the dual credit program is taking that on, because it's a revolutionary idea, technology that's going to be exploding here in the next decade. Mr. Hill noted that he has received calls and emails from high schools around the state wanting to get help setting up Makers' Spaces in their schools.

Director Ladd asked if there are any partnerships with elementary schools. Mr. Nickerson replied that anyone can walk into the Makers' Space for help. It only takes a few hours to print. Mr. Hill added that they are looking for a connection at Shriners or the sort, as they would really like to help.

Director Pitts noted that it's absolutely phenomenal what you guys are able to do here without even, you actually have a virtual mold on the screen that you're printing against. It's just phenomenal technology. It's hard to imagine where this will be in ten years. Mr. Hill responded that in one way it addresses some other concerns, or interests that have been expressed. If you look at what they've done in the first ten months in the Makers' Space, the inspiration that is taking place. It's not the 100 or 200 students who are already on track to be engineers, but it's the other 98%, who never thought about design and development, or solving human problems. That's really the group where the potential to make the most impact is. They haven't been connected with these opportunities before and because they haven't seen engineering as a creative endeavor that helps solve human problems.

Chair Palm added they recently hosted National Manufacturing Day, taking students out to visit real life manufacturers. There is such a stigma around manufacturing, as a dirty job. To have students see that there is technology built in along with creative thinking is great.

#### **PUBLIC COMMENT ON AGENDA ITEMS**

None

#### **BUSINESS MEETING**

Chair Palm proposed approval of Resolutions 15-043 through 15-046 on the consent agenda. The motion passed unanimously. Harper/Madden

## **PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

## **REPORTS**

### Faculty and Academic Professionals Federation

Frank Goulard, President

It is the 4th week of the term; things are busy with staff, faculty, and students. In the midst of all that there is an election coming up. The students have been great on the Get Out to Vote drive and the voter registrations. He traveled to Lane Community College last week, and their students were doing the same thing, they had just topped 50,000 statewide, which it clips the record registration of students in the 2012 presidential election of 50,000. What a great job the students have done. There has been quite a few subcommittees and general committees that he has been involved with. A lot of folks in the room have been attending, which has been great and helps out. People like Kendra, who spoke earlier, Craig Collins, Marilyn Davis, Jessica Howard and Suzanne Johnson were at Lane Community College. Tammy Billick and Craig were at the student success institutional collaboration subcommittee meeting that was held at PSU last week.

### Classified Union

Jean Garside, President, Classified Union

At this time they are focusing on the November election and hopefully finding people in the community sympathetic to the education causes. Just a quick shout out to Emily Young, one of their members on council that has been just doing a tremendous job, and she's very excited about this. They have also been working on filling some vacant board positions and preparing for negotiations.

### ASPCC

David Betts, Chair, District Student Council

At the District Student Council, they have created six new goals to guide us through the year. They are engaging students and increasing visibility of ASPCC to the student body, increase data collection of underrepresented student bodies to increase focus on the current student needs. Also, increase communication across campus student bodies and increasing inclusivity of statements and wording district wide, to expand knowledge of student activity fee increase proposals, as well as financial aid benefits and the limits to the students at large. They plan to create more connections with the administrators and the legislators, as well as promote entrepreneur mentor experiences within the college. And lastly, promote student care to increase personal and academic success amongst the student body with a district wellness campaign.

They are working toward the student activity fee increase proposals by having upcoming student led forums to present the information to the students. Educating them on what the student fee actually does. He echoed what Mr. Goulard noted regarding the voter registration drive, the number now from the OSF representative in

Oregon has over 55,000 student voter registration cards collected, PCC was able to contribute 3,327.

### President

Dr. Jeremy Brown

He noted the dedication of the board members in promoting PCC and being visible in the community. He thanked all for attending events on behalf of the College. Cascade hosted the anniversary of the September 11, 2001 terrorist attacks. It was great to have the emergency services programs represented by students, faculty and staff, as well as members of the Portland Police and Fire Bureaus. The new fire truck was christened which board members approved the purchase of and used the fire hose. September 25<sup>th</sup>, Rock Creek hosted the fall student parents and child care resource fair, represented students from a variety of Washington County community agencies attend. The campus writing center at Cascade opened for the first time in September. The college is continuing outreach Columbia County through the Rock Creek Campus. We received several scholarships for a new partnership for the Craig H. Neilsen Foundation, which has committed to enabling students living with spinal cord injuries to receive affordable, quality education. These scholarships provide funding to cover all tuition, books and fees, and supplemental funds to offset medical, housing, transportation, and other related. Disability services are working with PSU on the disability art and culture project to promote a new disabilities studies program. The event is slated throughout the year, and also features opportunities to engage with the Makers' Space. Math accessibility efforts at PCC are gaining national attention, PCC presented at the annual conference the Association on Higher Education and Disability this summer. PCC math faculty and disability services were asked to repeat the session at a conference this fall. Loraine Schmitt, Director of Distance Education has begun a two year term as Chair of the Board of the Directors with the Instructional Technology Council, which is an affiliated council of AACC. It provides leadership, advocacy and professional development to its national network of e-learning practitioners. Tomorrow PCC will have a visit from the president of Oregon Tech; they are coming to look at our CTE programs. The Governor made a visit to the Rock Creek campus as part of the OEIB meeting on Tuesday.

### **ADJOURNMENT**

There being no further business the meeting was adjourned at 9:20 pm.

### **NEXT MEETING**

The next business meeting of the Portland Community College Board of Directors will be held on November 20, 2014 at 7:30 PM at the Willow Creek Center.

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Deanna Palm, Chair

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Dr. Jeremy Brown, President

Prepared by:

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Jeannie Moton, Assistant to Board of Directors

Minutes approved on February 19, 2015



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

**BUSINESS SESSION**

December 11, 2014

Sylvania Campus, Campus Center, Rooms 238 and 239  
12000 SW 49<sup>th</sup> Avenue, Portland, OR 97219

**MINUTES**

**EXECUTIVE SESSION**

The Board of Directors met at 6:00 pm 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), (h) Litigation

**BOARD ATTENDANCE**

Denise Frisbee, Jim Harper, Chair Deanna Palm, Courtney Wilton

**CALL TO ORDER**

Chair Palm called the business meeting to order at 7:31 pm and invited all present to introduce themselves.

**APPROVAL OF THE AGENDA**

The agenda was changed to bring the business meeting to the front, in case of bad weather. Wilton/Frisbee

**PUBLIC COMMENT ON AGENDA ITEMS**

None

**BUSINESS MEETING**

Chair Palm proposed approval of Resolutions 15-065 through 15-070 that are on the consent agenda. The motion passed unanimously. Harper/Wilton

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

**INFORMATION SESSIONS**

Faculty Focus

Gregg Rapp, Instructor, Business Administration

Mr. Rapp has been with PCC for 20 years. He started back in 1994 as an adjunct faculty while working in industry, he feels very fortunate to have been offered a full time position 14 years ago. He shared four things with the board members. He stated there is nothing better as a teacher than to walk into a classroom and know that you're helping and guiding them. He shared a short video that they created about a year ago for their program review. It gives a good feel for what business students are studying and what their goals are. A lot of the students are pursuing an accounting degree, in fact, three different associate degrees are offered. There are also degrees in marketing and management. Students come to PCC to take their business requirements for the business schools at Portland State, University of

Oregon, Oregon State, and other private schools.

Next he shared a bit about the faculty in the department. He noted, they're very professional, have a wide range of interests, but they are occasionally weird too. He asked them to send him a "selfie" to introduce them. Phil Seder is the department chair at Sylvania, he is a University of Oregon graduate, worked in the Peace Corps for six years, earned his MBA from Columbia University in New York City and has spent about fifteen years in the high tech industry here in Portland. A lot of the alums happen to be from the University of Oregon. This is Jeff Edwards, University of Oregon alum. He is a CPA on the accounting faculty, he's got a big smile because the Ducks are going to the Rose Bowl. He didn't get pictures of everybody. In total there are 13 full time faculty and over 70 part time faculty that teach for PCC. It's a pretty big group of people. These folks are doing a lot of very, very interesting things that would take more time.

He noted that over half of their FTE students in the business program are taught online. There has been an extreme growth the last couple years. Most faculty teach one or two classes online in addition to their campus classes. He felt online classes were missing the personal interaction with students. Business students in particular should develop those skills, so with the help of Distance Learning, they built video conferencing tools into D2L. Now he requires all of his students to use video conferencing software to attend discussions and give group presentations back to the class. It's been fascinating in the past year to see the rich discussions they have. He felt they were getting a lot more out of the class through this medium. It is important to continue to push the envelope to use technology to make the online classes even richer and more efficient and effective.

Another project that he shared was started 4 years ago. He was fortunate to get a sabbatical approval for one term. He wanted experience China and ideally teach over there. He spent 2 months in China, and it was truly a trip of a lifetime and something he'll take with him forever. He flew into Tokyo, spent two weeks in Dalian, a city of six million people. From there he flew up to Changchun and was a guest lecturer at Northeast Normal University, a large university of about 20,000 students in Northeast China. From there he went to Beijing, spent a couple of days there and met with some former colleagues in Beijing and then flew down to Hong Kong for five days, and then to Shanghai for about two weeks. The highlight of this trip was the two weeks that he spent in Changchun at Northeast Normal University. He was invited by the eCommerce department, which is a school of business in the foreign language department. What is interesting about this program is all the business classes are taught in English. He was invited in as a guest lecturer for two weeks, he was nervous and apprehensive about it, but it came together just beautifully. In the classroom he found the students to be great, all very interested in the United States, very eager to practice their English. The classrooms were well equipped with technology. He added that the trip didn't end at this university, it has grown since then. A year after his visit one of their professors came here for 2 weeks. The following year one of our professors went over and visited for another two weeks, Phil Seder our Department Chair of Sylvania. There have been several joint projects with our students over the last couple of years. In fact, this term he had his business communication students email with the students in China. His students got a lot out of it, they learned a lot about China through that process. To end on the China trip, he made a trip to the Goodyear Tire Factory in Dalian. He had a great tour and learned a lot about their business practices in China. He also spent a day at his previous employer, Sulzer International, a Swiss company. They have an operation plant in Dalian, he was able to spend a day there in Dalian with staff and learned a lot about their manufacturing operations.

He truly appreciates the opportunities for sabbaticals and the great support he feels through distance learning.

### 2014 Audit Presentation

Kenneth Kuhns and Scott Mueller, Kenneth Kuhns and Company

Mr. Kuhns noted that he started out just as our students in the business program at a community college. He introduced Alyssa Kelly, a member of the audit team that worked on this year's PCC audit. Scott Mueller was the audit manager in charge of the audit this year; he will make the presentation to the board.

Mr. Mueller covered the highlights of the report. He started right behind the financial section tab on pages one through three. Essentially the financial statements contained in this document are the product of the college and they're based on the college's record. The part of the product is this independent auditor's report. They audited the financial statements for the year end of June 30<sup>th</sup>, 2014. Management is responsible for the financial statements, for the fairness of the presentation. Management is also responsible for the internal controls that are used to prepare these financial statements. Responsibility as auditors is to express an opinion on the financial statements based on their audit. They performed their audit in accordance with generally accepted auditing standards. Because the college receives a large amount of federal funding, they also performed the audit in accordance with government auditing standards. They performed the various tests that are required as auditors, and they've issued an opinion on page two of the financial statements. It's right up at the top in the second paragraph.

It's their opinion that the financial statements are fairly presented in all material respects. This is what's called an unmodified opinion. Sometimes it's also referred to as a clean opinion. It's the best opinion that can be received, and it's the opinion that was earned on these financial statements. So that means as Board members and other users for financial statements can rely on the information in this document.

The second piece of the audit is back in the audit section, pages 102 and 103. As part of the audit, because PCC is a municipality within the state of Oregon they were required to look at certain state laws and regulations and whether the college has complied with those. Those types of things are local budget law, depository of public funds, and indebtedness. They looked at all those things as well as public contracting and found no exceptions during the audit. So, again, this is a clean report.

The next section of this is disclosures in accordance with OMB Circular A133 and government auditing standards. The college receives about \$174 million dollars in federal funding. Page 115 is essentially the schedule of findings that shows all the results of the audit. Item 1 was the report he went through earlier, the independent auditors report. There's also a report in here, in accordance with government auditing standards, they looked at internal controls college-wide. They also looked at compliance college-wide. There were no significant deficiencies in internal controls and no instance of noncompliance that was noted during the audit.

The second report in the document is a report on their testing in accordance with OMB Circular A133. Item 7, tested student financial aid programs. Those account for over ninety

percent of total dollars extended in federal programs. They audited that program as a major program this past year and found no significant deficiencies in the internal controls over those federal programs. They issued an opinion that complied with the federal laws and regulations in all material respects related to those programs. Not only did PCC receive a clean opinion on financial statements, but on federal program as well, so clean in terms of testing.

The final piece of the audit is the two page letter that's separate. This is what's referred to as a governance letter. They are required to disclose certain things to PCC outside of just the normal audit process. If the college had any changes in accounting principles they would disclose those too just to make all aware of them. During this past year there were no changes to the accounting principles. There is a fairly significant governmental accounting standard that's coming up this next year. It's essentially GASB 68 and it relates to PERS plans. It is going to require is that PCC records unfunded liability within the financial statements. Next year that statement will see a fairly large reduction. That will be a fairly significant change that all entities are going to be receiving this next year.

Director Frisbee thanked the presenters for the report. She is pleased with the financial reporting and Jim's management. She stated the relationship that has developed as the auditor of record is really impressive. Some work a few years ago showed some material weaknesses and some deficiencies, and it is wonderful to get a clean report. To know that the federal financial aid review was clean is great, because it is such a significant dollar. She also congratulated the Financial Services folks.

Mr. Mueller said they do appreciate all the effort that staff and management put into this document. When they come in the door everything is ready and available. All questions are answered and staff provides any assistance they need. The accounting records presented to them for audit upon which the statements are based were very clean, very well maintained during the year. Those are the records that are verified and challenged both internally and from external sources. Cooperation from personnel was outstanding. Bottom line, PCC received clean opinions on the financial statements, clean opinions on the financial aid, clean opinions as far as compliance for state requirements. It was a job well done by the college and this is a report that those who rely on it can rely on it with confidence during the year.

Director Wilton congratulated the financial services staff for, again, for the job that they've done. He noted this is as good as it gets in terms of the opinion and the lack of findings. As a board member one thing that makes them very nervous is if finances start to fall apart. There will always be issues and arguments because of the tax structure and education funding is always challenging. PCC does a nice job of managing this money, once it gets here; this is comforting as a board member. He echoed what Director Frisbee said, they appreciate the relationship. Director Wilton recognizes their expertise, and understands that they audit university and big colleges in Oregon. That expertise helps in terms of their ability to look at things and probably be pretty efficient too. A couple of minor comments that he noticed in the audit as he looked at numbers. He is concerned that the general fund balance is down significantly. Everyone is aware that we're down around \$20 million and pretty close to the board minimum. As we talk about budget going forward, he suggests they talk about bumping it up, in a measured way. Even though there is a recovery, it doesn't feel like recovery. Yet at some point there won't be a recovery and will have to look at that reserve. He noted that the college is going to want to build it up so that the next time that happens,

and there will be a next time, there will be some cushion to potentially minimize layoffs. The other thing that jumped out at him is the significant post-retirement liability that's completely unfunded. At some point it would be good to talk about that as well. He is not critical of the program, but if it continues then they should start thinking about trying to put some money aside to match that liability, otherwise it just, it sticks a future board with a big number, in some ways is quite unfair.

### Educational Advisory Committee Update

Sylvia Gray, Chair, EAC Committee

Ms. Gray gave a presentation on what the EAC Committee has done in the last year. They have two sides to their job; they revise policies and standards, working on curriculum, student development, and student governance issues. They make recommendations to the President. They also are a forum for discussion, exchanging views on the many educational issues at PCC. The group is mostly, but they also have students, Classified staff, academic professionals, and administrators on this council. So when issues come up, they have a nice representation of viewpoints and roles, and it makes for a really good conversation.

There are five standing committees; the chairs of these committees comprise the leadership team. Each of the chairs has jobs in addition to being a part of the leadership team. Two of them are here tonight, Linda Ferguson-Kolmes, Chair of the Curriculum Committee, and Janeen Hull, Chair of the Degrees and Certificates Committee. The other two chairs unfortunately are sick.

Often the EAC has a need for taskforces, currently there are two. One is working on academic integrity and the other is working on ACCEP, which stands for Addressing the Collective Climate and Experience of Part Timers. She mentioned these last year briefly. Each of the committees and taskforce worked on a lot of things last year, including new degrees or certificates; Oregon Coast Community College became a contracting college, so all of their degrees that were different than what PCC offered had to go through this process.

They worked on expanding the ways that students can demonstrate math competencies. Recently there was one path for it, but now there is a new math class that can meet requirements for the AAS and the AGS degrees. It is more practical. It is more like math in context instead of simply theoretical. It has been approved by Dr. Brown.

The Curriculum Committee looked at 365 different courses that came through the committee last year. They were looked at thoroughly and discussed. It is very important to have peers looking at these courses. They also transitioned from paper to CourseLeaf software, which was a big job. They also did an inquiry on assessment to get a sense of how people are assessing outcomes.

A lot of work was done on academic policies and standards. They revised two standards last year, the student development committee worked on the academic Fresh Start Policy. Work was done with a lot of different departments within the college and then brought in through the EAC. This policy is intended for students who really bombed the first time they went through college. Their policy makes it so that a student can apply to go through and retake classes to get better grades. Their transcript remains the same, but in terms of figuring grade point averages, they have to have been away for seven years. It's a whole process they have to go through to qualify. The committee felt that it was a good policy for a certain

number of students, so they worked very hard on that.

The Membership Committee works hard on getting representation from around the District. With the help of Cheryl Scott, PCC joined the International Center for Academic Integrity; this is a major group that works with these issues. Some of the faculty attended their conference and came back with a message to have better academic integrity context and culture. The first thing is to promote integrity; this should be a major effort. Secondly, prevent academic dishonesties; there are a lot of ways to go about that. Lastly, there needs to be penalties for violations, making sure this is the last focus.

Part-time faculty is a nationwide issue. There have been numerous articles and research on this topic. If anyone is interested in this subject, start with the CCCSE Contingent Commitments. It has a short presentation on the issues, along with the Delphi Project. A few numbers from PCC, from last April, there were 472 full-time faculty and 1,529 part-time faculty. Most recently, from November, 37% of courses are taught by full time faculty, and sixty-three percent by part-time faculty.

EAC conducted a survey along with a number of forums. The information collected showed some departments are doing a great job. Many needs were expressed, including an effective orientation and parking. Parking was a big issue as many come to teach just the one class, and finding a parking place is difficult. Something that came through clearly is they have a lot of passion for teaching, passion for PCC's mission, and dedication. On the other hand, they experience disrespect and feeling like a second class citizen. These are concerns are typical of this group. EAC is discussing these findings.

Other topics they visited were course scheduling and cancellation. They had a disciplinary process review committee, which made some recommendations to the DOIs, which they are looking at that now. The EAC committee contributed to the strategic plan. Yesterday they had a meeting and presentation regarding dual credit. There is still some concern about the instructor qualifications within dual credit. They also had a great presentation on open educational resources.

Director Frisbee commented that they have had an amazing year's of work, which we all should be proud to claim that level of accomplishment while you're still working. She thanked Ms. Gray. Director Frisbee noted that expanding ways to demonstrate a math competency is excellent and a needed step. Another topic that intrigued Director Frisbee was the Fresh Start Policy, which will serve concerns and goals for enhancing completion and contributing towards student success.

Chair Palm thanked the committee members for attending and for their participation and the diversity of work that they are able to get done. It is vital to the college, truly appreciated.

## **REPORTS**

### **Faculty and Academic Professionals Federation**

Frank Goulard, President, AP and Faculty Federation

Mr. Goulard noted that it was great to see Jim Harper at the recent HECC meeting, along with Kendra, including the subcommittee meetings. It is nice to see PCC along with the university folk at all the meetings. They are gearing up for the legislative session, it's not just about this community college support fund, but it's all these targeted investments we're

interested in. Whether it's career technical, the underserved students, or student affordability, it's so critical in the state. He is looking forward to visiting Clatsop next Thursday for the OCCA meeting that Jeremy will be at as well, to discuss this whole notion of how to integrate outcomes based funding and to what degree, and over how many years of rolling average, and what percentages get phased in, and over how many years do we phase it in, and what is predicating it. It's all a mystery. This is just as a community college, universities have their own ideas; their seven provosts are working on that. Any involvement on these issues is appreciated.

Regarding outcomes based funding, the college needs to be careful and prudent about how to go about it. There are great stories from Tennessee and other places, how it works great. There are also horror stories about how it hasn't worked. Other folks will say go in full blast, like the Director of WICHE, for thirteen states. Mr. Goulard disagrees. He thinks there is a need to work together to find out what's reasonable, what makes sense, what doesn't harm, for example small community colleges, nor the largest community college in this state.

He appreciates administration working on the Cascade underground garage to now liberate the spots that were not used very much recently. Out of the 210 spots, 50 will be designated as hourly or daily permit, but the remaining 160 can be open for staff. This is especially important for part-time faculty who teach 63% of class sections.

#### Classified Union

Jean Garside, President, Classified Federation

Ms. Garside noted they are having the annual holiday party this Saturday, at the Southeast Center. It's miracle on 82<sup>nd</sup> Avenue. They are excited to be at Southeast for the first time ever for the holiday party.

#### ASPCC

David Betts, District Student Council

Mr. Betts took a minute to note that he qualified for the Fresh Start program. He opted not to take, but it was a great option to have available.

ASPCC has been busy since the last meeting in preparation for the new budget biennium. The DSC is collaborating with parking and transportation services to come up with a budget proposal that will address the budget shortfalls that are expected from the current budget, while addressing concerns of the students with attention to the sustainability goals of the college.

The district student council leadership legislative interns have been selected. There are eight students who will be working the next two terms down in Salem, twice a week, Tuesdays and Thursdays, all day. ASPCC legislative directors across the district are meeting to discuss a postcard campaign for the PCC lobby day coming up in March. There is a small cohort of student representatives that will be sitting on the bank request for proposal coming up with Dee Wilson. In the spirit of the holidays ASPCC groups across the district had holiday giving programs that have helped students in need, along with the various diversity retention centers across the campus. They helped 44 families from Sylvania, 106 families from Cascade, 84 from Southeast, and 85 from Rock Creek. All have been able to have a better holiday than they were looking at.

Chair Palm thanked Mr. Betts for that effort, it truly makes a difference.

### Board Members

Chair Palm noted the Board has heard a lot of great news and exciting things happening at PCC. There are challenges throughout the nation, and those are challenges she hoped we wouldn't be facing at this point and maturity in the nation. PCC is also challenged by these as well. On behalf of the Board of Directors she made a statement, which she read.

The Board of Directors is committed to PCC's strategic goal to be a model institution for diversity, equity and inclusion. We commend the college President and the campus Presidents, Dean of Instructions, and Deans of students, the Office of Equity and Inclusion, and all members of the PCC community who have engaged in civil, respectful dialogue regarding recent events in Ferguson, New York, and around the country. We have a responsibility to model for our students the thoughtful exchange of ideas and opinions. And, we support the efforts that are currently underway across the college to bring people together, to dialogue and to bring a more inclusive and welcoming community. So thank you all for your efforts. We truly appreciate it. You are leaders, and what you do is very, very important, and we appreciate that.

### President

Dr. Jeremy Brown, President

Dr. Brown thanked Director Harper for attending the NAACP Women of Honor Luncheon at PSU. He also acknowledged Chair Palm for attending the White House College Opportunity Day of Action in Washington D.C., also for advocating for education in general in Salem last week. To be noted, the board members are really engaged in the community, and they attend a lot of events, but they get a lot of recognitions. Director Harper was reelected for the Pacific Regional Chair of the ACCT, at the recent meeting in Chicago. Director Frisbee was presented with a service award for her two years on the Governance and Policy Committee with ACCT. Director Frisbee was also recognized at the Howard Cherry dinner for outstanding board member at the OCCA Annual Conference in Sun River in November. She has served on our board since 2005 and twice been board chair, and was so honored this year as the outstanding board member for all the community colleges in the state of Oregon.

This week is finals week and the fall term officially ends this Sunday. He pointed out a few campus happenings of note. The SPDC opened an office at the Southeast campus recently. There's been a series of portraits of local small business owners in the photography exhibit at Southeast Campus. The Sylvania Campus Totem Pole was moved from outside the HT building it's now laying down and being renovated inside the CC building. It will be made vertical again some time early in 2015, and it's going to be inside this time.

Sylvania campus was once again the choice for the annual conference of the Oregon Teachers of English to speakers of other languages. There were more than 400 people present for that event. Delighted that the Rock Creek campus is continuing its commitment to reach out to the community of Vernonia. PCC made their second major surplus donation to Vernonia schools, various computer tables and storage bins, an ADA desk, etcetera, delighted to continue in that relationship. Sylvania campus new Veterans Resource Center officially opened for business in July and celebrated its first Sylvania Salutes, a series of events during the week of Veteran's day.



Dr. Brown thanked ASPCC for the things that they've been doing recently, one thing of note, was at Southeast campus, they partnered with Columbia Medical Clinic to provide free flu shots for students at the self help fair, November 21<sup>st</sup>. It's actually a clinic owned and operated by two brothers who emigrated from Vietnam and their families when they were children.

He took the opportunity to remind people of the annual faculty, staff and retiree campaign, Give Boldly, is still in progress for those who need end of the year donations for their taxes.

Chair Palm took a moment and wishes all a very happy holiday. Be safe, do great things. Celebrate time with your families and looking forward to seeing all back here in January. She noted that it can't be said often enough, thanking all for everything that you do for PCC, it is truly appreciated.

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 8:31 pm.

### **NEXT MEETING**

The next business meeting of the Portland Community College Board of Directors will be held on January 15, 2015 at 7:30 PM at the Sylvania Campus

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Deanna Palm, Chair

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Dr. Jeremy Brown, President

Prepared by:

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Jeannie Moton, Assistant to Board of Directors

Minutes approved on February 19, 2015.

February 19, 2015

15-079

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-Misty Bouse

Major Gift Officer

Office of the President

Annual Salary: \$68,195                      Grade: 5                      Step: 12

Effective: March 2, 2015

Education: University of Oregon                      BA                      1988  
Journalism

Most Recent

Experience: ALSAC/St. Jude Children's Research Hospital  
Philanthropic Advisor

Applicant Flow:	Gender	Ethnicity
4	Male	13 White (not of Hispanic Origin)
11	Female	1 Hispanic/Latino
1	Not Disclosed	2 Not Disclosed
<u>16</u>	<u>Total</u>	<u>16</u> <u>Total</u>

2. Academic Professional Appointment-Stephanie Cornes

Veterans Resource Center Specialist

Office of the Dean of Student Development, Rock Creek Campus

Annual Salary: \$41,184 @ .50                      Grade: 3                      Step: 1

Effective: January 9, 2015

Education: Portland Community College                      AA                      2013  
General Studies

Most Recent

Experience: Portland Community College  
Assistant Coordinator, Veterans Center (Casual)

Applicant Flow:	Gender	Ethnicity
19	Male	26 White (not of Hispanic Origin)
15	Female	1 Black or African American
		3 Hispanic/Latino

		2	American Indian/Alaskan Native
		1	Two or More Selections
		1	Not Disclosed
34	Total	34	Total

3. Academic Professional Appointment (Temporary)-**Maria Fernandez**  
Employment Specialist  
Workforce, Economic Development Division, Southeast/Extended Learning Campus  
Annual Salary: \$42,624                      Grade: 3                      Step: 2  
Effective: January 23, 2015 to June 30, 2015  
  
Education: University of Texas                      BS                      1994  
Social Work  
Most Recent  
Experience: Southeast Works, Inc  
Employment/Vocational Case Manager  
  
Applicant Flow: 3.141 Appointment
  
4. Administrative Appointment (Temporary)-**Nathan Cantlin**  
Interim Director of Corrections  
Liberal Arts and Pre-College Division, Southeast/Extended Learning Campus  
Annual Salary: \$81,000                      Grade: M  
Effective: January 12, 2015 to June 30, 2015  
  
Education: George Fox University                      MBA                      2012  
Business Administration  
University of South Dakota                      BS                      1997  
Mass Communication  
Most Recent  
Experience: Oregon Department of Corrections  
Administrator, Office of Inmate and Community Advocacy  
  
Applicant Flow: Direct Appointment
  
5. Administrative Appointment-**Marc Goldberg**  
Associate Vice President, Workforce and Community Development  
Office of the College Vice President  
Annual Salary: \$123,000                      Grade: P  
Effective: March 13, 2015  
  
Education: University of Maryland-Baltimore County                      MA                      2002  
Education/Instructional Systems Development  
University of Wisconsin-Madison                      BBA                      1996  
Management/Marketing  
Most Recent

Experience: Mt. Hood Community College  
Executive Dean of Workforce Development, Industrial  
Technology and Partnerships

Applicant Flow: Gender		Ethnicity	
18	Male	25	White (not of Hispanic Origin)
21	Female	4	Black or African American
4	Not Disclosed	4	Asian
		3	Hispanic/Latino
		1	Two or More Selections
		6	Not Disclosed
<hr/>	43 Total	<hr/>	43 Total

6. Administrative Appointment (Temporary)-Gordon Herbst

Interim Vice President of Administrative Services

Office of the College Vice President

Annual Salary: \$140,000 Grade: R

Effective: February 9, 2015 to July 31, 2015

Education:	Gannon University	MBA	1983
	Business Administration		
	Gannon University	BS	1978
	Accounting		

Most Recent

Experience: Edinboro University  
Vice President of Finance and Administration

Applicant Flow: Direct Appointment

7. Administrative Appointment (Temporary)-Elijah Herr

Interim Assistant Financial Aid Director

Academic and Student Affairs

Annual Salary: \$53,914 Grade: I

Effective: January 21, 2015 to January 20, 2017

Education:	London School of Economics	MS	2012
	Economics		
Education:	University of California	BA	2011
	Political Science		

Most Recent

Experience: Portland Community College  
Financial Aid Coordinator

Applicant Flow: Direct Appointment

8. Administrative Appointment (Temporary)-Will Parnell

Interim Library Access Services Manager

Academic and Student Affairs

Annual Salary: \$56,123                      Grade: I  
Effective: December 31, 2014 to March 31, 2015

Education: University of California                      BA      1997  
                    Economics

Most Recent  
Experience: Portland Community College  
                    Library Supervisor

Applicant Flow: Direct Appointment

9. Faculty Appointment (Temporary)-Jon Briggs

Instructor, Biology

Science and Technology Division, Rock Creek Campus

Annual Salary: \$289.67 per day              Step: 2

Effective: January 5, 2015 to June 20, 2015 (2 term daily rate)

Education: University of South Florida Medical School      PhD      2005  
                    Microbiology

University of South Florida                      BS      2000  
                    Biology

University of South Florida                      BFA      1997  
                    Music

Manatee Community College                      AA      1992  
                    General Education

Most Recent

Experience: Portland Community College  
                    Instructor, Biology (Adjunct)

Applicant Flow: Article 3.64 Appointment

10. Faculty Appointment (Temporary)-Cody Luff

Instructor, Developmental Education/English

Student Support Services and Adult Basic Skills Division, Sylvania Campus

Annual Salary: \$289.67 per day              Step: 2

Effective: January 5, 2015 to June 20, 2015 (2 term daily rate)

Education: Goddard College                      MFA      2010  
                    Creative Writing

Western Washington University                      BA      2004  
                    Interdisciplinary

Most Recent

Experience: Portland Community College  
                    Instructor, Developmental Education/English (Adjunct)

Applicant Flow: Article 3.64 Appointment

11. Faculty Appointment (Temporary)-Michael Schumann

Instructor, Civil and Mechanical Engineering Technology  
 Science and Engineering Division, Sylvania Campus  
 Annual Salary: \$299.81 per day Step: 3  
 Effective: January 5, 2015 to June 20, 2015 (2 term daily rate)

Education:	Portland State University	MS	2006
	Civil Engineering		
	Portland State University	BS	2005
	Civil Engineering		

Most Recent  
 Experience: Portland Community College  
 Instructor, Engineering (Adjunct)

Applicant Flow: Article 3.64  
 Appointment

**ETHNIC AND GENDER DESCRIPTION OF STAFF  
 PROPOSED TO BE HIRED IN *February 19, 2015* PERSONNEL REPORT**

Male	8
Female	3
	<hr/> 11

White (not of Hispanic Origin)	10
Hispanic/Latino	1
	<hr/> 11

February 19, 2015

15-080

COMMENDATION OF RETIRING EMPLOYEE –  
CARMEN LAWYER

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Carmen Lawyer has performed faithfully in her duties as a Data Control Clerk, Office Support Series 4 and Education Program Coordinator for Portland Community College since February 15, 1987. 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.

February 19, 2015

15-081

AUTHORIZE EASEMENT TO CLEAN WATER SERVICES  
FOR FLOODPLAIN ENHANCEMENT AND WETLAND  
RESTORATION AT ROCK CREEK CAMPUS

PREPARED BY: Kathy Kiaunis, Finance Manager, Bond Program

FINANCIAL  
RESPONSIBILITY: Linda Degman, Director, Bond Program

APPROVED BY: Sylvia Kelley, Vice President  
Dr. Jeremy Brown, President

REPORT: Clean Water Services (CWS) is a water resources utility serving in the Tualatin River Watershed. As part of the North Bethany area Stormwater Implementation Plan, CWS would like to complete a floodplain enhancement and wetland restoration project. PCC owns a portion of the land that is identified for this project, including riparian areas abutting Rock Creek along the northern edge of the Campus. The project area includes approximately 59 acres of PCC property, primarily identified as Palustrine emergent wetland or Palustrine forested wetland. CWS is desirous of negotiating a Memorandum of Understanding or other instrument that will allow for the improvements at CWS expense, and provide educational opportunities for PCC. A map of the proposed project area is included.

RECOMMENDATION: That the Board authorize the College President or his designee to negotiate the terms of an easement for PCC property at Rock Creek Campus with Clean Water Services.



February 19, 2015

15-082

APPROVAL OF PROFESSIONAL LEAVES FOR  
FY14 – 15 FACULTY AND ACADEMIC  
PROFESSIONALS

PREPARED BY: Dr. Christine Chairsell, Vice President, Academic and Student Affairs

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Applications for professional leave were received and processed in accordance with Article 20 of the Agreement between Portland Community College and the Portland Community College Faculty Federation. The President has reviewed the applications and recommendations of the campus administration.

RECOMMENDATION: That the following Portland Community College faculty be and hereby are granted professional leave for the purpose, time period, and salary payments indicated:

<b>Elizabeth A. Bilyeu</b>	<b>Full-time Faculty, Arts and Professions</b>
Duration:	Winter 2016 and Spring 2016
Salary:	75% of Annual Scheduled Salary
Purpose:	To rewrite and research two previous essays from her MA thesis for publication. Additionally, Elizabeth will produce educational projects for two local art museums. She will share her experience to improve writing in art history with the art faculty and SAC across the district.
<b>Bill Bogart</b>	<b>Full-time, Developmental Education</b>
Duration:	Spring 2016
Salary:	100% of Annual Scheduled Salary
Purpose:	To research evolving teaching practice pertaining to effective reading. Bill will present his research, organize a workshop, and other venues for colleagues to explore the ongoing development of reading skills in student success.
<b>Jacqueline Ehlis</b>	<b>Full-time, Arts Professions</b>
Duration:	Fall 2015 Winter 2016 and Spring 2016
Salary:	65% of Annual Scheduled Salary
Purpose:	To better support the development of Cascade gallery exhibits and other community-based activities by providing solo exhibition and lectures. Jacqueline's activities during sabbatical will encompass community outreach, professional networking, national and international travel to connect with experts in interdisciplinary arts. Following these activities, Jacqueline will experiment with the new interdisciplinary techniques. She will refine these techniques for the classroom and use them to inspire students.
<b>Amanda Ellertson</b>	<b>Full-time, Student Leadership</b>
Duration:	Fall 2015, Winter 2016 and Spring 2016
Salary:	75% of Annual Scheduled Salary

Purpose: To conduct research on how the leadership program impacts students' lives. The leadership program shapes student culture competency, civic engagement, and critical thinking skills. The resulting research will be used to improve assessment strategies and create a higher standard of best practices pertaining to the leadership program district-wide.

**Melinda Hutson                      Full-time, Physical Science**

Duration: Fall 2015

Salary: 100% of Annual Scheduled Salary

Purpose: To conduct research with Alex Ruzicka at PSU Cascadia Meteorite Laboratory in a project involving volcanic processes. This research will bring her up-to-date on recent scientific findings and will allow her to give more in-depth and up-to-date answers to her students. Melinda will also present results of volcanic and metamorphic process models in one of two geophysical conferences. The courses that she will be able to improve with this information would be G201, G202, G203, and GS107.

**Cynthia Kimball                      Full-time, Composition/Literature**

Duration: Fall 2015

Salary: 100% of Annual Scheduled Salary

Purpose: To redesign ENG 213, "Latin American" and ENG 250, "Mythology and Folklore" course works, based on the skills instructor Kimball will acquire from attending the Digital Humanities workshop. Also to conduct research in Oaxaca in historical and recent political movements of the region's contemporary political leaders by collect writing samples, images, and interviews to be used in her classroom.

**Davina Ramirez                      Full-time, ESOL**

Duration: Fall 2015 and Winter 2016

Salary: 75% of Annual Scheduled Salary

**Purpose:** To explore developing teaching practice in VESL. Davina will create two or more handbooks for faculty and students to learn the difference between VESL and academic ESOL. Davina will collaborate and help maintain ethnic minority representation with Career Pathways.

**James P. Schneider    Full-time, Chemistry**

**Duration:** Fall 2015, Winter 2016 and Spring 2016

**Salary:** 65% of Annual Scheduled Salary

**Purpose:** To develop modern classroom activities that are based on the latest pedagogical theory and practice (active, collaborative inquiry based learning) as well as cutting-edge science and technology (nanotechnology and science). Students will benefit from inter-institutional collaboration in resources and knowledge-sharing with various Pacific Northwest universities and SHINE (Seattle's Hub for Industry-driven Nanotechnology Education).

**Heiko Spoddeck    Full-time, Student Learning Center**

**Duration:** Fall 2015

**Salary:** 100% of Annual Scheduled Salary

**Purpose:** To develop a curriculum to train math tutors district-wide through Desire2Learn. The training will be modular, allowing flexibility to cater the different learning styles of students. Math is the number one reason why students do not complete their degrees. Providing PCC students with a consistent tutoring experience will boost students' degree completion rate and increase state funding for community colleges.

February 19, 2015

15-083

ADOPTION OF THE COLLEGE CALENDAR OF  
INSTRUCTION FOR 2019-2020

PREPARED BY: Dr. Christine Chairsell, District Vice President,  
Academic and Student Affairs

APPROVED BY: Dr. Jeremy Brown, President

RECOMMENDATION: That the Board of Directors adopt the attached  
Portland Community College 2019-2020 Calendar of  
Instruction.

**Portland Community College Five-Year Academic Calendar**  
**2014-15 through 2019-20**

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
<b>SUMMER TERM</b>						
Teaching Days	53	54	54	53	53	53
Classes Begin	Mon 6/23	Mon 6/22	Mon 6/20	Mon 6/26	Mon 6/25	Mon 6/24
End of Term	Sun 9/7	Sun 9/6	Sun 9/4	Sun 9/10	Sun 9/9	Sun 9/8
Final Grades Must be submitted by 5:00 p.m.	Mon 9/8	Tue 9/8	Tue 9/6	Mon 9/11	Mon 9/10	Mon 9/9
Holidays	Fri 7/4 Mon 9/1	Fri 7/3 Mon 9/7	Mon 7/4 Mon 9/5	Wed 7/4 Mon 9/4	Wed 7/4 Mon 9/3	Wed 7/4 Mon 9/2
<b>FALL TERM</b>						
Teaching Days	56	56	56	56	56	56
Classes Begin	Mon 9/22	Mon 9/21	Mon 9/26	Mon 9/25	Mon 9/24	Mon 9/23
End of Term	Sun 12/14	Sun 12/13	Sun 12/18	Sun 12/17	Sun 12/16	Sun 12/15
Final Grades Must be submitted by 5:00 p.m.	Mon 12/15	Mon 12/14	Mon 12/19	Mon 12/18	Mon 12/17	Mon 12/16
Classes will be held on	Sat 11/29 Sun 11/30	Sat 11/28 Sun 11/29	Sat 11/26 Sun 11/27	Sat 11/25 Sun 11/26	Sat 11/24 Sun 11/25	Sat 11/30 Sun 12/1
District Inservice	Mon 9/15	Mon 9/14	Mon 9/19	Mon 9/18	Mon 9/17	Mon 9/16
Campus Inservice	Wed 9/16	Tue 9/15	Tue 9/20	Tue 9/19	Tue 9/18	Tue 9/17
SAC Inservice	Thu 9/18 Wed 10/29	Thu 9/17 Tue 10/27	Thu 9/22 Wed 10/26	Thu 9/21 Wed 10/25	Thu 9/20 Wed 10/24	Thu 9/29 Wed 10/30
Holidays	Tue 11/11 Thu 11/27 Fri 11/28	Wed 11/11 Thu 11/26 Fri 11/27	Fri 11/11 Thu 11/24 Fri 11/25	Fri 11/10 Thu 11/23 Fri 11/24	Mon 11/12 Thu 11/22 Fri 11/23	Mon 11/11 Thu 11/28 Fri 11/29
<b>WINTER TERM</b>						
Teaching Days	54	54	54	54	54	54
Classes Begin	Mon 1/5	Mon 1/4	Mon 1/9	Mon 1/8	Mon 1/7	Mon 1/6
End of Term	Sun 3/22	Sun 3/20	Sun 3/26	Sun 3/25	Sun 3/24	Sun 3/22
Final Grades Must be submitted by 5:00 p.m.	Mon 3/23	Mon 3/21	Mon 3/27	Mon 3/26	Mon 3/25	Mon 3/23
Non-Contract Day	Mon 1/19	Mon 1/18	Mon 1/16	Mon 1/15	Mon 1/21	Mon 1/20
Holidays	Mon 1/19	Mon 1/18	Mon 1/16	Mon 1/15	Mon 1/21	Mon 1/20
<b>SPRING TERM</b>						
Teaching Days	53	53	53	53	53	53
Classes Begin	Mon 3/30	Mon 3/28	Mon 4/3	Mon 4/2	Mon 4/1	Mon 3/30
End of Term	Sun 6/14	Sun 6/12	Sun 6/18	Sun 6/17	Sun 6/16	Sun 6/14
Final Grades Must be submitted by 5:00 p.m.	Mon 6/15	Mon 6/13	Mon 6/19	Mon 6/18	Mon 6/17	Mon 6/15
SAC Inservice	Tue 4/28	Tue 4/26	Tue 4/25	Tue 4/24	Tue 4/30	Tue 4/28
Holidays	Mon 5/25	Mon 5/30	Mon 5/29	Mon 5/28	Mon 5/27	Mon 5/25
Graduation	Fri 6/12	Fri 6/10	Fri 6/16	Fri 6/15	Fri 6/14	Fri 6/12

**PORTLAND COMMUNITY COLLEGE**  
**Calendar of Instruction 2012-2013**


**13-Month Calendar**


Calendar for 13 month employees and for programs and classes with variable starting dates and lengths.


June - 2012							July - 2012							August - 2012							September - 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	H	5	6	7				1	2	3	4	2	H	4	5	6	7	8
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	9	10	11	12	13	14	15
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	16	17	18	19	20	21	22
17	18	19	20	21	22	23		23	24	25	26	27	28	19	20	21	22	23	24	25	23	24	25	26	27	28	29
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		30						
October - 2012							November - 2012							December - 2012							January - 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1			H	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	H	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	H	H	24	16	17	18	19	20	21	22	20	H	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	H	H	H	27	28	29	27	28	29	30	31		
														30	31												
February - 2013							March - 2013							April - 2013							May - 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2						1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28			24	25	26	27	28	29	30	28	29	30					26	H	28	29	30	31	
							31																				
June - 2013							June - 2013							July - 2013							August - 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1	1	1	2	3	H	5	6					1	2	3
2	3	4	5	6	7	8	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
30							30																				

 Classes begin or end

 Inservice

 SAC Inservice

 Days on which the college is generally closed except for emergency services

 Non-working days for 180-day contracted instructors unless assigned to fulfill the 180-day contract.

**Holidays:**

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving

Day before Christmas

Christmas Day

Day after Christmas

New Year's Day

Martin Luther King Day\*

Memorial Day

July 4, 2012

September 3, 2012

November 12, 2012

November 22, 2012

November 23, 2012

December 24, 2012

December 25, 2012

December 26, 2012

January 1, 2013

January 21, 2013

May 27, 2013

**Faculty Contract Days:**

163 Instructional Days  
 13 Non-teaching Contract Work  
 4 Holidays  
 180 Instructional Days

\*Non-Contract Day

All holidays are subject to bargaining contracts.

SAC Chair and Administrative Support Meeting: September 17, 2012 from 1:00 - 4:00

**College-wide Inservice Day: September 17, 2012****Campus Inservice Day: September 18, 2012****SAC Inservice Days: October 24, 2012 & April 30, 2013**

**PORTLAND COMMUNITY COLLEGE**  
**Calendar of Instruction 2013-2014**

**16-Month Calendar**

Calendar for 16 month employees and for programs and classes with variable starting dates and lengths.

June - 2013							July - 2013							August - 2013							September - 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	1	2	3	H	5	6					1	2	3	1	H	3	4	5	6	7
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31	29	30					
30																											
October - 2013							November - 2013							December - 2013							January - 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7			H	2	3	4	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	H	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	H	H	H	27	28	19	H	21	22	23	24	25
27	28	29	30	31			24	25	26	27	H	H	30	29	30	31					26	27	28	29	30	31	
February - 2014							March - 2014							April - 2014							May - 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30				25	H	27	28	29	30	31
							30	31																			
June - 2014							July - 2014							August - 2014							September - 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	H	5						1	2		H	2	3	4	5	6
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30						27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
														31													

- ☐ Classes begin or end  
☐ Inservice  
☐ SAC Inservice  
☐ H Days on which the college is generally closed except for emergency services  
☐ Non-working days for 180-day contracted instructors unless assigned to fulfill the 180-day contract.

**Holidays:**

Independence Day	July 4, 2013
Labor Day	September 2, 2013
Veterans Day	November 11, 2013
Thanksgiving Day	November 28, 2013
Day after Thanksgiving	November 29, 2013
Day before Christmas	December 24, 2013
Christmas Day	December 25, 2013
Day after Christmas	December 26, 2013
New Year's Day	January 1, 2014
Martin Luther King Day*	January 20, 2014
Memorial Day	May 26, 2014
Labor Day	

**Faculty Contract Days:**

- 163 Instructional Days  
 13 Non-teaching Contract Work  
 4 Holidays  
 180 Instructional Days

All holidays are subject to bargaining contracts.

\*Non-Contract Day

SAC Chair and Administrative Support Meeting: September 16, 2013 from 1:00 - 4:00

**College-wide Inservice Day: September 16, 2013****Campus Inservice Day: September 17, 2013****SAC Inservice Days: October 30, 2012 & April 29, 2013**

COI 2012-2017 Revised: January 2012



# PORTLAND COMMUNITY COLLEGE Calendar of Instruction 2014-2015

## 16-Month Calendar

Calendar for 16 month employees and for programs and classes with variable starting dates and lengths.

June - 2014							July - 2014							August - 2014							September - 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1		1	2	3	H	5						1	2		H	2	3	4	5	6
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30						27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
														31													
October - 2014							November - 2014							December - 2014							January - 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		1	2	3	4	5	6					H	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	H	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	H	H	H	27	18	H	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	H	H	29	28	29	30	31				25	26	27	28	29	30	31
							30																				
February - 2015							March - 2015							April - 2015							May - 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7			1	2	3	4							1	2
8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
							29	30	31					26	27	28	29	30			24	H	26	27	28	29	30
																					31						
June - 2015							July - 2015							August - 2015							September - 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	1		1	2	H	4								1			1	2	3	4	5
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	H	8	9	10	11	12
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
														30	31												

☐ Classes begin or end

☐ Inservice

☐ SAC Inservice

☐ Days on which the college is generally closed except for emergency services

☐ Non-working days for 180-day contracted instructors unless assigned to fulfill the 180-day contract.

### Holidays:

Independence Day	July 4, 2014
Labor Day	September 1, 2014
Veterans Day	November 11, 2014
Thanksgiving Day	November 27, 2014
Day after Thanksgiving	November 28, 2014
Day before Christmas	December 24, 2014
Christmas Day	December 25, 2014
Day after Christmas	December 26, 2014
New Year's Day	January 1, 2015
Martin Luther King Day*	January 19, 2015
Memorial Day	May 25, 2015
Labor Day	September 7, 2015

All holidays are subject to bargaining contracts.

\*Non-Contract Day

### Faculty Contract Days:

163 Instructional Days

13 Non-teaching Contract Work

4 Holidays

180 Instructional Days

SAC Chair and Administrative Support Meeting: September 15, 2014 from 1:00 - 4:00

College-wide Inservice Day: September 15, 2014

Campus Inservice Day: September 16, 2014

SAC Inservice Days: October 29, 2014 & April 28, 2015

# PORTLAND COMMUNITY COLLEGE Calendar of Instruction 2015-2016

## 16-Month Calendar

Calendar for 16 month employees and for programs and classes with variable starting dates and lengths.

June - 2015							July - 2015							August - 2015							September - 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	1			1	2	H	4							1			1	2	3	4	5
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	H	8	9	10	11	12
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
														30	31												
October - 2015							November - 2015							December - 2015							January - 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						H	2
4	5	6	7	8	9	10	8	9	10	H	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	H	H	28	20	21	22	23	H	H	26	17	H	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	H	29	30	31			24	25	26	27	28	29	30
																					31						
February - 2016							March - 2016							April - 2016							May - 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6			1	2	3	4	5						1	2	1	2	3	4	5	6	7
7	8	9	10	11	12	13	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
14	15	16	17	18	19	20	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
21	22	23	24	25	26	27	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
28	29						27	28	29	30	31			24	25	26	27	28	29	30	29	H	31				
June 2016							July - 2016							August - 2016							September - 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	3	H	5	6	7	8	9	7	8	9	10	11	12	13	4	H	6	7	8	9	10
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
							31																				

- ☐ Classes begin or end
- ☐ Inservice
- ☐ SAC Inservice
- H** Days on which the college is generally closed except for emergency services
- Non-working days for 180-day contracted instructors unless assigned to fulfill the 180-day contract.

### Holidays:

Independence Day	July 3, 2015
Labor Day	September 7, 2015
Veterans Day	November 11, 2015
Thanksgiving Day	November 26, 2015
Day after Thanksgiving	November 27, 2015
Day before Christmas	December 24, 2015
Christmas Day	December 25, 2015
Day after Christmas	December 28, 2015
New Year's Day	January 1, 2016
Martin Luther King Day*	January 18, 2016
Memorial Day	May 30, 2016
Independence Day	July 4, 2016
Labor Day	September 5, 2016

### Faculty Contract Days:

- 163 Instructional Days
- 13 Non-teaching Contract Work
- 4 Holidays
- 180 Instructional Days

All holidays are subject to bargaining contracts.

\*Non-Contract Day

SAC Chair and Administrative Support Meeting: September 14, 2015 from 1:00 - 4:00

College-wide Inservice Day: September 14, 2015

Campus Inservice Day: September 15, 2015

SAC Inservice Days: October 27, 2015 & April 26, 2016

# PORTLAND COMMUNITY COLLEGE Calendar of Instruction 2016-2017

## 16-Month Calendar

Calendar for 16 month employees and for programs and classes with variable starting dates and lengths.

June 2016							July - 2016							August - 2016							September - 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	4					1	2		1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	3	H	5	6	7	8	9	7	8	9	10	11	12	13	4	H	6	7	8	9	10
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
							31																				
October - 2016							November - 2016							December - 2016							January - 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3	1	H	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	H	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	H	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	H	H	26	18	19	20	21	22	H	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30				25	H	H	28	29	30	31	29	30	31				
30	31																										
February - 2017							March - 2017							April - 2017							May - 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	4					1	2	3	4					1		1	2	3	4	5	6
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29	28	H	30	31			
														30													
June 2017							July - 2017							August - 2017							September - 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1			1	2	3	4	5						1	2	
4	5	6	7	8	9	10	2	3	H	5	6	7	8	6	7	8	9	10	11	12	3	H	5	6	7	8	9
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
							30	31																			

☐ Classes begin or end

☐ Inservice

☒ SAC Inservice

☒ Days on which the college is generally closed except for emergency services

☒ Non-working days for 180-day contracted instructors unless assigned to fulfill the 180-day contract.

### Holidays:

Independence Day	July 4, 2016
Labor Day	September 5, 2016
Veterans Day	November 11, 2016
Thanksgiving Day	November 26, 2016
Day after Thanksgiving	November 24, 2016
Day before Christmas	December 23, 2016
Christmas Day	December 25, 2016
Day after Christmas	December 27, 2016
New Year's Day	January 2, 2017
Martin Luther King Day*	January 16, 2017
Memorial Day	May 29, 2017
Independence Day	July 4, 2017
Labor Day	September 4, 2017

All holidays are subject to bargaining contracts.

\*Non-Contract Day

### Faculty Contract Days:

- 163 Instructional Days
- 13 Non-teaching Contract Work
- 4 Holidays
- 180 Instructional Days

SAC Chair and Administrative Support Meeting: September 19, 2016 from 1:00 - 4:00

College-wide Inservice Day: September 19, 2016

Campus Inservice Day: September 20, 2016

SAC Inservice Days: October 26, 2016 & April 25, 2017

# PORTLAND COMMUNITY COLLEGE Calendar of Instruction 2017-2018

## 16-Month Calendar

Calendar for 16 month employees and for programs and classes with variable starting dates and lengths.

June - 2017							July - 2017							August - 2017							September - 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1			1	2	3	4	5						1	2
4	5	6	7	8	9	10	2	3	H	5	6	7	8	6	7	8	9	10	11	12	3	H	5	6	7	8	9
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
							30	31																			
October - 2017							November - 2017							December - 2017							January - 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2		H	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	H	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	H	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	H	H	25	17	18	19	20	21	H	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	H	H	27	28	29	30	28	29	30	31			
														31													
February - 2018							March - 2018							April - 2018							May - 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28				25	26	27	28	29	30	31	29	30						27	H	29	30	31		
June - 2018							July - 2018							August - 2018							Sept - 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	H	5	6	7			1	2	3	4								1
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	H	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29

☐ Classes begin or end

☐ Inservice

☐ SAC Inservice

☐ Days on which the college is generally closed except for emergency services

☐ Non-working days for 180-day contracted instructors unless assigned to fulfill the 180-day contract.

### Holidays:

Independence Day	July 4, 2017
Labor Day	September 4, 2017
Veterans Day	November 10, 2017
Thanksgiving Day	November 23, 2017
Day after Thanksgiving	November 24, 2017
Day before Christmas	December 22, 2017
Christmas Day	December 25, 2017
Day after Christmas	December 26, 2017
New Year's Day	January 1, 2018
Martin Luther King Day*	January 15, 2018
Memorial Day	May 28, 2018
Independence Day	July 4, 2018
Labor Day	September 3, 2018

### Faculty Contract Days:

163 Instructional Days  
 13 Non-teaching Contract Work  
 4 Holidays  
 180 Instructional Days

All holidays are subject to bargaining contracts.

\*Non-Contract Day

SAC Chair and Administrative Support Meeting: September 18, 2017 from 1:00 - 4:00

College-wide Inservice Day: September 18, 2017

Campus Inservice Day: September 19, 2017

SAC Inservice Days: October 25, 2017 & April 24, 2018

# PORTLAND COMMUNITY COLLEGE

## Calendar of Instruction 2018-2019

### 16-Month Calendar

Calendar for 16 month employees and for programs and classes with variable starting dates and lengths.

June - 2018							July - 2018							August - 2018							Sept - 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	H	5	6	7				1	2	3	4							1
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	H	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29
																					30						
October - 2018							November - 2018							December - 2018							January - 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1			H	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	H	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	H	H	24	16	17	18	19	20	21	22	20	H	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	H	H	H	27	28	29	27	28	29	30	31		
														30	31												
February - 2019							March - 2019							April - 2019							May - 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2						1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28			24	25	26	27	28	29	30	28	29	30					26	H	28	29	30	31	
							31																				
June - 2019							July - 2019							August - 2019							Sept - 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	H	5	6					1	2	3	1	H	3	4	5	6	7
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31	29	30					
30																											

☐ Classes begin or end

☐ Inservice

☐ SAC Inservice

☐ H Days on which the college is generally closed except for emergency services

☐ Non-working days for 180-day contracted instructors unless assigned to fulfill the 180-day contract.

### Holidays:

Independence Day	July 4, 2018
Labor Day	September 3, 2018
Veterans Day	November 12, 2018
Thanksgiving Day	November 22, 2018
Day after Thanksgiving	November 23, 2018
Day before Christmas	December 24, 2018
Christmas Day	December 25, 2018
Day after Christmas	December 26, 2018
New Year's Day	January 1, 2019
Martin Luther King Day*	January 21, 2019
Memorial Day	May 27, 2019
Independence Day	July 4, 2019
Labor Day	September 2, 2019

### Faculty Contract Days:

163 Instructional Days

13 Non-teaching Contract Work

4 Holidays

180 Instructional Days

All holidays are subject to bargaining contracts.

\*Non-Contract Day

SAC Chair and Administrative Support Meeting: September 17, 2018 from 1:00 - 4:00

College-wide Inservice Day: September 17, 2018

Campus Inservice Day: September 18, 2018

SAC Inservice Days: September 25, 2017 & April 24, 2018

# PORTLAND COMMUNITY COLLEGE

## Calendar of Instruction 2019-2020

### 16-Month Calendar

Calendar for 16 month employees and for programs and classes with variable starting dates and lengths.

June - 2019							July - 2019							August - 2019							Sept - 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1		1	2	3	H	5	6						1	2	3	1	H	3	4	5	6	7
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31	29	30						
30																												
October - 2019							November - 2019							December - 2019							January - 2020							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5					1	2	1	2	3	4	5	6	7				H	2	3	4	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
13	14	15	16	17	18	19	10	H	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	H	H	H	27	28	19	H	21	22	23	24	25	
27	28	29	30	31			24	25	26	27	H	H	30	29	30	31					26	27	28	29	30	31		
February - 2020							March - 2020							April - 2020							May - 2020							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1	1	2	3	4	5	6	7				1	2	3	4						1	2	
2	3	4	5	6	7	8	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
16	17	18	19	20	21	22	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
23	24	25	26	27	28	29	29	30	31					26	27	28	29	30			24	H	26	27	28	29	30	
																					31							
June - 2020							July - 2020							August - 2020							Sept - 2020							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6				1	2	H	4							1			1	2	3	4	5	
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	H	8	9	10	11	12	
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
28	29	30				29	26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30				
														30	31													

- ☐ Classes begin or end
- ☐ Inservice
- ☐ SAC Inservice
- H** Days on which the college is generally closed except for
- Non-working days for 180-day contracted instructors unless assigned to fulfill the 180-day contract.

#### Faculty Contract Days:

163 Instructional Days  
 13 Non-teaching Contract Work  
 4 Holidays  
 180 Instructional Days

#### Holidays:

Independence Day observed July 4, 2019  
 Labor Day September 2, 2019  
 Veterans Day November 11, 2019  
 Thanksgiving Day November 28, 2019  
 Day after Thanksgiving November 29, 2019  
 Day before Christmas December 24, 2019  
 Christmas Day December 25, 2019  
 Day after Christmas December 26, 2019  
 New Year's Day January 1, 2020  
 Martin Luther King Day\* January 20, 2020  
 Memorial Day May 25, 2020  
 Independence Day observed July 3, 2020  
 Independence Day July 4, 2020  
 Labor Day September 7, 2020

All holidays are subject to bargaining contracts.

\*Non-Contract Day

SAC Chair and Administrative Support Meeting: September 19, 2019 from 1:00 - 4:00

College-wide Inservice Day: September 16, 2019

Campus Inservice Day: September, 17, 2018

SAC Inservice Days: October 30, 2019 & April 28, 2020

February 19, 2015

15-084

AUTHORITY TO INCREASE STUDENT ACTIVITY FEE  
FOR THE 2015-16 ACADEMIC YEAR

PREPARED BY:

Wing-Kit Chung, Administrative Services

FINANCIAL  
RESPONSIBILITY:

James Langstraat, Associate Vice President, Financial  
Services

APPROVED BY:

Dr. Christine Chairsell, Vice President, Academic and  
Student Affairs  
Gordon Herbst, Interim Vice President, Administrative  
Services  
Dr. Jeremy Brown, President

REPORT:

The Deans of Student Development, the District Student  
Council of ASPCC and other student leaders have been  
reviewing the student activity fees. The student leaders  
propose a \$0.50 increase to cover three initiatives:

- 1) Students Investing in Diversity (\$0.40, 80%)
  - The Diversity Retention Programs are essential elements in helping PCC to meet the goals of the Higher Education Coordinating Commission (HECC), the national completion agenda, and the state's aspirational 40-40-20 goal. The PCC Diversity Retention Centers are a crucial part of the quest to help the "under-represented" student demographic succeed. The proposed \$0.40 cent increase will support student-lead programs in our Diversity Retention Centers across the district; and various resources centers such as the Multicultural Centers, Women's Resource Centers and Veterans Resource Centers on the four comprehensive campuses.
- 2) Investing in Student Leadership Development (\$0.05, 10%)
  - Since 2004, minimum wages in Oregon increased 23%, from \$7.05 to \$9.25 per hour. The Student Activity Fee currently supports over 60 student leadership positions district-wide that are paid at Oregon's minimum wage standards. ~~In order to~~ The \$0.05 increase will help programs keep pace

with the increases in student help salaries and increasing costs of running the quality programs.

- 3) Students Investing in their Future – Advancing Civic Engagement Opportunities (\$0.05, 10%)
- Two years ago ASPCC partnered with Institutional Advancement to implement a Legislative intern program. A \$0.05 cent increase for the Legislative Intern program and legislative activities secures the future of this partnership designed to increase engagement efforts for the PCC community at the Capitol in Salem. In addition to the District Student Council's (DSC) Legislative Internship Program these dollars will support other civic engagement activities like PCC Day at the Capitol, Voter Registration and Education, and Action Days on our campuses.

The proposed increase will put the charge at \$2.20 per credit hour from the current \$1.70 per credit hour, beginning with the Summer Term 2015.

This proposal has been presented and approved by the College President, the President's Cabinet and the Budget and Planning Advisory Committee (BPAC).

**RECOMMENDATION:**

That the Board authorize the College President to increase the student activity fee by \$0.50 per credit hour, effective summer 2015.



February 19, 2015

15-085

AUTHORIZE INCREASE IN TUITION FOR CREDIT  
PROGRAM COURSES FOR THE 2015-2016 AND  
2016-17 ACADEMIC YEARS (2015-2017 BIENNIUM)

PREPARED BY: Wing Kit-Chung, Administrative Services

FINANCIAL  
RESPONSIBILITY: James Langstraat, Associate Vice President, Financial  
Services

APPROVED BY: Gordon Herbst, Interim Vice President, Administrative  
Services  
Dr. Jeremy Brown, President

REPORT: Staff has previously reviewed with the Board the preliminary assumption of the continued downward trend of enrollment, -5% and -3% respectively for FY 2015-2016 and 2016-2017. The other major resources, the state support fund (CSSF) and property tax were also discussed. The Staff recommends that the proposed budget for the 2015-2017 biennium be based on a tuition increase of \$4.00 per credit hour for the 2015-2016 academic year (4.3%) and \$3.00 per credit hour for the 2016-2017 academic year (3.1%) for all credit classes. The rates will be \$96.00 and \$99.00 per credit hour respectively. At the time of the writing of this resolution many Oregon community colleges have not announced their tuition changes for FY2015-2016, and fees charged at most other Oregon community colleges tend to be higher than those of PCC. However, the discussions among the colleges so far range from \$3 to \$10 per credit hour increase for FY 2015-2016. The increase in this resolution would likely put PCC's tuition per credit hour still in the middle of the pack and the total annual tuition and fees per FTE in the bottom (lowest) quarter.

Upon reviewing the cost of providing PCC international students, the data shows that the cost surpassed the revenue generated by the program. Since these students are not part of the CCSF reimbursement, the College would like to ensure that no state funding is used to subsidize the program. In order to breakeven and provide some additional resources for recruiting

international students, staff recommends to charge a term fee of \$120 per international student per term.

Also, PCC competes with Seattle area community colleges as well as the Portland metropolitan colleges and universities including Portland State University for international students (non-resident). After research and discussion, staff recommends the rate be the same at \$220.00 per credit hour for 2015-2016 and increase \$5.00 (2.2%) per credit hour to \$225.00 for 2016-2017 in order to keep the rate competitive with the Seattle area community colleges and the other three community colleges in the Portland metropolitan area. PCC non-resident tuition remains about half of what Portland State University charges for international students per credit.

Ten years ago, PCC substantially increased the minimum tuition rates for Community Education (CED) and Continuing Education (CEU) programs. These programs are designated to be largely self-sufficient. In addition, actual tuition and fees for CED and CEU programs are usually determined by what the market will bear and the cost of providing such programs. Tuition for these programs is often higher than the minimum. As such, staff recommends no change to the minimum rates charged in these programs.

**RECOMMENDATION:** That the following tuition rates for credit courses become effective for the biennium 2015-2017.

#### **1. Credit Courses:**

##### **Resident**

Oregon residents, who are under the age of 62, will be charged \$96.00 per credit hour effective Summer Term, 2015 and \$99.00 per credit hour effective Summer Term, 2016.

##### **Border State Resident**

Residents of states bordering Oregon (Washington, Idaho, Nevada and California), who are under the age of 62, will be charged \$96.00 per credit hour effective Summer Term, 2015 and \$99.00 per credit hour effective Summer Term, 2016.

**Non-Resident**

Persons not residing in Oregon or bordering states (including all international students) will remain at \$220.00 per credit hour effective Summer Term, 2015 and \$225 per credit hour effective Summer Term, 2016.

**International Students**

An International student fees will be assessed at \$120 per student per term, starting Summer 2015.

**Students who are 62 years and older**

As mandated under ORS 341.534 (HB 2011 in 2009), the College will waive tuition for Oregon residents who are 62 or older who enroll in credit courses, on a space available basis when the course is taken for an audit grade.

**Exception for Credit Courses**

Higher rates for the respective tuition categories will not be charged. Reductions to credit course rates must be approved on a case-by-case basis by the College President.

**2. Non-Credit Courses: No change****Community Education (CED)**

The minimum rate charged for CED courses will remain at \$5.50 per contact hour for the 2015-2017 biennium.

**Continuing Education (CEU)**

The minimum rate charged for CEU courses will remain at \$5.70 per contact hour for the 2015-2017 biennium.

February 19, 2015

15-086

AUTHORIZATION TO INCREASE THE  
TRANSPORTATION FEE

PREPARED BY: Linda Eden, Director, Auxiliary Services

FINANCIAL  
RESPONSIBILITY: Linda Eden, Director, Auxiliary Services

APPROVED BY: Gordon Herbst, Interim Vice President, Administrative  
Services  
Dr. Jeremy Brown, President

REPORT: Board Resolution 09-080 granted the authority to implement a flat \$4 transportation fee for students enrolled with 3 or more credit hours in support of the College's Traffic Demand Management Plan and sustainability initiative. All proceeds from the fee are used by Transportation and Parking Services to subsidize TriMet's Student Select Bus Pass. TriMet implemented the Student Select Bus Pass program and established the criteria for the minimum 3 credit hour student eligibility requirement. The student purchase price for the pass is \$190 per term with a savings of over \$110 versus acquiring a monthly pass directly from Tri-Met.

Currently, Transportation and Parking Services subsidizes approximately 4,800 student select passes annually; however, the demand is much higher than what can be funded by the proceeds of the \$4 fee. During the District Student Council Meeting on January 23, 2015, student government voted unanimously to support a \$4 transportation fee increase with the understanding that additional funds generated would be used to increase the availability of subsidized Tri-Met Student Select Passes. This increase will be implemented at the start of the FY 15-17 biennium and will double the number of Student Select Passes available for eligible students to purchase. The entire proceeds of the Transportation Fee will continue to be used to fund subsidized bus passes based on the criteria described above.

This proposal has been presented and approved by the College President, the President's Cabinet and the Budget and Planning Advisory Committee (BPAC).

**RECOMMENDATION:** That the Board of Directors authorize an increase to the Transportation Fee effective Term 2015 from \$4 to \$8 per student enrolled in 3 or more credit hours as described in the REPORT section.

February 19, 2015

15-087

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  
Gordon Herbst, Interim 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 FY13-15 Adopted Budget for changes related to labor negotiations, finalization of the annual audit, and changes in State of Oregon community college allocations. Staff found it necessary to present a 2nd supplemental budget for the FY13-15 Biennium (#2) in June 2015 to adjust for increases due to tuition-funded incentive course enrollment, transfers to fund capital construction projects and other minor adjustments. Staff again finds it necessary to present a supplemental budget for the 2013-15 Biennium (#3). This supplemental budget request includes adjustments primarily related to labor negotiation changes and revenue from surplus sales.

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 Biennial Fiscal Year 2013-15 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 February 2015.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Dr. Jeremy Brown  
President

\_\_\_\_\_  
Deanna Palm  
Chair  
Board of Directors

## EXHIBIT A

	2013-15				2013-15
	Biennium	FY14 #1	FY14 #2	FY15 #3	Biennium
	ADOPTED	Supplemental	Supplemental	Supplemental	ADJUSTED
	BUDGET	Budget	Budget	Budget	BUDGET
<b>GENERAL FUND</b>					
<b>REVENUES:</b>					
From local sources					
Property Tax - current year	\$55,743,294	0	0	0	\$55,743,294
Property Tax - prior year	1,453,482	0	0	0	1,453,482
Tuition and fees	210,809,836	0	4,091,109	0	214,900,945
Interest from investments	1,079,268	0	0	0	1,079,268
Other local sources	2,229,376	0	240,000	169,965	2,639,341
From state sources	118,158,464	15,698,705	0	0	133,857,169
Operating transfers in:		0		0	0
From Contracts & Grants Fund	3,276,181	0	0	0	3,276,181
From CEU/CED	355,119	411,227	0	0	766,346
From PERS Internal Reserve	3,360,884	0	0	0	3,360,884
From Bookstore Fund	996,779	0	0	0	996,779
From Auxiliary Fund	142,545	0	0	0	142,545
From Student Financial Aid Fund	511,936	0	0	0	511,936
From Capital Lease Purchase	1,000	18,000	0	0	19,000
From Print Center Fund	91,542	0	0	0	91,542
From Parking Operations Fund	771,502	0	0	0	771,502
From Food Services Fund	113,939	0	0	0	113,939
Total Operating Revenues	399,095,147	16,127,932	4,331,109	169,965	419,724,153
Beginning Fund Balance	21,500,000	(3,887,451)	0	0	17,612,549
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$420,595,147</b>	<b>\$12,240,481</b>	<b>\$4,331,109</b>	<b>169,965</b>	<b>437,336,702</b>
<b>BY APPROPRIATION UNIT:</b>					
<b>Program Areas</b>					
Sylvania	89,007,521	\$3,402,826	233,040	1,601,415	94,244,802
Rock Creek	59,325,658	\$1,751,921	687,745	1,871,490	63,636,814
Cascade	51,049,112	\$859,396	479,706	874,814	53,263,028
Extended Learning	24,001,282	\$2,438,387	1,473,617	1,711,487	29,624,773
<b>Non-program areas:</b>					
Personal Services	109,852,394	\$4,135,680	1,479,723	2,849,283	118,317,080
Materials, Services & Supplies	47,043,087	(\$1,826,245)	(814,376)	354,080	44,756,546
Capital Outlay	2,337,788	(\$6,945)	0	(690,038)	1,640,805
Transfers	4,580,991	(\$8,194)	950,000	0	5,522,797
Contingency	25,354,426	1,493,655	(158,346)	(8,402,566)	18,287,169
Total Appropriation	412,552,259	12,240,481	4,331,109	169,965	429,293,814
Unappropriated Ending Fund Balance	8,042,888	0	0	0	8,042,888
<b>TOTAL GENERAL FUND REQUIREMENTS</b>	<b>420,595,147</b>	<b>12,240,481</b>	<b>4,331,109</b>	<b>169,965</b>	<b>437,336,702</b>



	2013-15				2013-15
	Biennium	FY14 #1	FY14 #2	FY15 #3	Biennium
	ADOPTED	Supplemental	Supplemental	Supplemental	ADJUSTED
	BUDGET	Budget	Budget	Budget	BUDGET
<b>AUXILIARY FUND</b>					
<b>REVENUES:</b>					
Facilities Usage	\$603,982	0	0	0	\$603,982
Campus Activities	\$177,346	0	0	0	\$177,346
Other Revenues	\$60,800	0	0	0	\$60,800
Transfers	1,000	9,385	0	0	\$10,385
Total Operating Revenues	\$843,128	\$9,385	\$0	\$0	\$852,513
Beginning Fund Balance	639,160	28,911	0	0	668,071
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$1,482,288</b>	<b>\$38,296</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,520,584</b>
<b>EXPENDITURES AND OTHER REQUIREMENTS:</b>					
Facilities Usage	\$779,102	\$6,920	\$0	\$2,414	\$788,436
Campus Activities	\$314,454	\$580	\$0	\$289	\$315,323
Sustainability	\$15,000	\$0	\$0	\$0	\$15,000
Transfers	\$142,545	(\$8,138)	\$0	\$0	\$134,407
Contingency	200,000	38,934	0	(2,703)	236,231
<b>Sub-total</b>	<b>\$1,451,101</b>	<b>\$38,296</b>	<b>\$0</b>	<b>\$0</b>	<b>1,489,397</b>
Unappropriated Ending Fund Balance	31,187	0	0	0	\$31,187
<b>TOTAL AUXILIARY FUND REQUIREMENTS</b>	<b>\$1,482,288</b>	<b>\$38,296</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,520,584</b>
	2013-15				2013-15
	Biennium	FY14 #1	FY14 #2	FY15 #3	Biennium
	ADOPTED	Supplemental	Supplemental	Supplemental	ADJUSTED
	BUDGET	Budget	Budget	Budget	BUDGET
<b>CEU/CED FUND</b>					
<b>REVENUES:</b>					
CEU/CED Charges	11,603,901	0	0	0	11,603,901
Other local sources	2,329,707	0	0	0	2,329,707
Transfer	633,037	0	0	0	633,037
Total Operating Revenues	\$14,566,645	\$0	\$0	\$0	\$14,566,645
Beginning Fund Balance	372,751	440,100	0	0	812,851
<b>TOTAL REVENUES</b>	<b>\$14,939,396</b>	<b>\$440,100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,379,496</b>
<b>EXPENDITURES AND OTHER REQUIREMENTS:</b>					
Sylvania Campus	\$432,869	(\$2,830)	\$0	\$845	\$430,884
Extended Learning Campus	12,998,617	\$17,959	\$0	\$140,011	\$13,156,587
Cascade Campus	84,424	\$668	\$0	\$1,351	\$86,443
Transfers	988,156	\$0	\$0	\$0	\$988,156
Contingency	435,330	424,303	0	(\$142,207)	717,426
<b>Sub-total</b>	<b>\$14,939,396</b>	<b>\$440,100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,379,496</b>
Unappropriated Ending Fund Balance	0	0	\$0	\$0	\$0
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$14,939,396</b>	<b>\$440,100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,379,496</b>

	2013-15				2013-15
	Biennium	FY14 #1	FY14 #2	FY15 #3	Biennium
	ADOPTED	Supplemental	Supplemental	Supplemental	ADJUSTED
	<u>BUDGET</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>BUDGET</u>
<b><u>STUDENT ACTIVITIES FUND</u></b>					
<b><u>REVENUES:</u></b>					
Student Activities Fee	3,649,800	0	0	0	\$3,649,800
Other local sources	75,000	0	0	0	\$75,000
Interest Income	2,725	0	0	0	\$2,725
Total Operating Revenues	\$3,727,525	\$0	\$0	\$0	\$3,727,525
Beginning Fund Balance	500,000	54,381	0	0	\$554,381
<b>TOTAL REVENUES</b>	<b>\$4,227,525</b>	<b>\$54,381</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,281,906</b>
<b><u>EXPENDITURES AND OTHER REQUIREMENTS:</u></b>					
Sylvania Campus	\$1,357,878	\$7,025	0	8,820	\$1,373,723
Rock Creek Campus	\$1,034,516	\$4,924	0	5,813	\$1,045,253
Cascade Campus	882,688	\$16,724	0	2,180	\$901,592
Extended Learning Campus	356,434	\$11,943	0	3,840	\$372,217
District-wide programs	335,733	\$106	0	53	\$335,892
Contingency	260,276	13,659	0	(20,706)	\$253,229
<b>Sub-total</b>	<b>\$4,227,525</b>	<b>\$54,381</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,281,906</b>
Unappropriated Ending Fund Balance	0	0	0	0	\$0
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$4,227,525</b>	<b>\$54,381</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,281,906</b>

	2013-15				2013-15
	Biennium	FY14 #1	FY14 #2	FY15 #3	Biennium
	ADOPTED	Supplemental	Supplemental	Supplemental	ADJUSTED
<b>CAPITAL CONSTRUCTION FUND - 2200</b>	<b>BUDGET</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>BUDGET</b>
<b>REVENUES:</b>					
Interest	3,650,000	0	0	0	\$3,650,000
Proceeds from Bond Sales	0	0	0	0	\$0
State Sources	9,000,000	0	0	0	\$9,000,000
Other Revenues	860,514	0	0	0	\$860,514
Transfers	0	7,000	950,000	0	\$957,000
Total Operating Revenues	\$13,510,514	\$0	\$950,000	\$0	\$14,467,514
Beginning Fund Balance	251,868,573	(13,328,903)	0	0	\$238,539,670
<b>TOTAL REVENUES</b>	<b>\$265,379,087</b>	<b>(13,328,903)</b>	<b>\$950,000</b>	<b>\$0</b>	<b>\$253,007,184</b>
<b>EXPENDITURES AND OTHER REQUIREMENTS:</b>					
Sylvania Campus	\$37,000,000	0	700,000	0	\$37,700,000
Cascade Campus	\$45,500,000	0	0	0	\$45,500,000
Rock Creek Campus	\$50,000,000	0	250,000	0	\$50,250,000
Southeast Campus	\$43,000,000	0	0	0	\$43,000,000
District-wide Projects	\$47,000,000	(115,687)	0	79,802	\$46,964,115
Bond Issuance Costs	\$0	0	0	0	\$0
Transfers	\$0	0	0	0	\$0
Contingency	40,000,000	(13,206,216)	0	(79,802)	\$26,713,982
<b>Sub-total</b>	<b>\$262,500,000</b>	<b>(13,321,903)</b>	<b>\$950,000</b>	<b>\$0</b>	<b>\$250,128,097</b>
Unappropriated Ending Fund Balance	2,879,087	0	\$0	0	\$2,879,087
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$265,379,087</b>	<b>(13,321,903)</b>	<b>\$950,000</b>	<b>\$0</b>	<b>\$253,007,184</b>
	2013-15				2013-15
	Biennium	FY14 #1	FY14 #2	FY15 #3	Biennium
	ADOPTED	Supplemental	Supplemental	Supplemental	ADJUSTED
<b>COLLEGE BOOKSTORE FUND</b>	<b>BUDGET</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>BUDGET</b>
<b>REVENUES:</b>					
Sale of Merchandise	33,056,639	0	0	0	\$33,056,639
Interest	166,864	0	0	0	\$166,864
Miscellaneous Income	169,348	0	0	0	\$169,348
Total Operating Revenues	\$33,392,851	\$0	\$0	\$0	\$33,392,851
Beginning Fund Balance	13,566,612	884,835	0	0	\$14,451,447
<b>TOTAL RESOURCES</b>	<b>\$46,959,463</b>	<b>\$884,835</b>	<b>\$0</b>	<b>\$0</b>	<b>\$47,844,298</b>
<b>EXPENDITURES AND OTHER REQUIREMENTS:</b>					
Bookstore Operations	\$33,470,951	67,942	0	49,809	\$33,588,702
Transfers	\$996,779	0	0	0	\$996,779
Contingency	3,114,147	(67,942)	0	(49,809)	\$2,996,396
<b>Sub-total</b>	<b>\$37,581,877</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$37,581,877</b>
Unappropriated Ending Fund Balance	9,377,586	884,835	0	0	\$10,262,421
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$46,959,463</b>	<b>\$884,835</b>	<b>\$0</b>	<b>\$0</b>	<b>\$47,844,298</b>

	2013-15				2013-15
	Biennium	FY14 #1	FY14 #2	FY15 #3	Biennium
<b>FOOD SERVICES FUND</b>	<b>ADOPTED</b>	<b>Supplemental</b>	<b>Supplemental</b>	<b>Supplemental</b>	<b>ADJUSTED</b>
<b>REVENUES:</b>	<b>BUDGET</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>BUDGET</b>
Food Sales	11,393,876	0	0	0	\$11,393,876
Interest	6,000	0	0	0	\$6,000
Transfers	0	0	0	0	\$0
Total Operating Revenues	\$11,399,876	\$0	\$0	\$0	\$11,399,876
Beginning Fund Balance	582,084	32,755	0	0	\$614,839
<b>TOTAL REVENUES</b>	<b>\$11,981,960</b>	<b>\$32,755</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,014,715</b>
<b>EXPENDITURES AND OTHER REQUIREMENTS:</b>					
Food Service Operations	\$11,037,899	(18,451)	0	76,290	\$11,095,738
Transfers	\$113,939	0	0	0	\$113,939
Contingency	830,122	51,206	0	(76,290)	\$805,038
<b>Sub-total</b>	<b>\$11,981,960</b>	<b>\$32,755</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,014,715</b>
Unappropriated Ending Fund Balance	0	0	0	0	\$0
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$11,981,960</b>	<b>\$32,755</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,014,715</b>
	2013-15				2013-15
	Biennium	FY14 #1	FY14 #2	FY15 #3	Biennium
	ADOPTED	Supplemental	Supplemental	Supplemental	ADJUSTED
<b>PARKING OPERATIONS FUND</b>	<b>BUDGET</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>BUDGET</b>
<b>REVENUES:</b>					
Parking Permits	6,500,168	0	0	0	\$6,500,168
Parking Fines	513,486	0	0	0	\$513,486
Misc Revenue	2,355,600	0	0	0	\$2,355,600
Interest	28,766	0	0	0	\$28,766
Transfers	94,810	0	0	0	\$94,810
Total Operating Revenues	\$9,492,830	\$0	\$0	\$0	\$9,492,830
Beginning Fund Balance	3,384,911	491,298	0	0	\$3,876,209
<b>TOTAL REVENUES</b>	<b>\$12,877,741</b>	<b>\$491,298</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,369,039</b>
<b>EXPENDITURES AND OTHER REQUIREMENTS:</b>					
Operations	\$9,392,270	10,518	0	29,798	\$9,432,586
Transfers	\$771,502	0	0	0	\$771,502
Contingency	1,713,969	480,780	0	(29,798)	\$2,164,951
<b>Sub-total</b>	<b>\$11,877,741</b>	<b>\$491,298</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,369,039</b>
Unappropriated Ending Fund Balance	1,000,000	0	0	0	\$1,000,000
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$12,877,741</b>	<b>\$491,298</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,369,039</b>

	2013-15				2013-15
	Biennium	FY14 #1	FY14 #2	FY15 #3	Biennium
<b>PRINT CENTER FUND</b>	<b>ADOPTED</b>	<b>Supplemental</b>	<b>Supplemental</b>	<b>Supplemental</b>	<b>ADJUSTED</b>
<b>REVENUES:</b>	<b>BUDGET</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>BUDGET</b>
Internal Charges	1,083,971	0	0	0	\$1,083,971
External Charges	49,706	0	0	0	\$49,706
Copy Machine revenues	1,153,586	0	0	0	\$1,153,586
Misc revenues	145,405	0	0	0	\$145,405
Total Operating Revenues	\$2,432,668	\$0	\$0	\$0	\$2,432,668
Beginning Fund Balance	309,441	(12,408)	0	0	\$297,033
<b>TOTAL REVENUES</b>	<b>\$2,742,109</b>	<b>(\$12,408)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,729,701</b>
<b>EXPENDITURES AND OTHER REQUIREMENTS:</b>					
Operations	\$2,294,057	(8,252)	0	21,617	\$2,307,422
Transfers	\$91,542	0	0	0	\$91,542
Contingency	298,319	(4,156)	0	(21,617)	\$272,546
<b>Sub-total</b>	<b>\$2,683,918</b>	<b>(\$12,408)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,671,510</b>
Unappropriated Ending Fund Balance	58,191	0	0	0	\$58,191
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$2,742,109</b>	<b>(\$12,408)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,729,701</b>
	2013-15				2013-15
	Biennium	FY14 #1	FY14 #2	FY15 #3	Biennium
	ADOPTED	Supplemental	Supplemental	Supplemental	ADJUSTED
<b>RISK MANAGEMENT FUND</b>	<b>BUDGET</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>BUDGET</b>
<b>REVENUES:</b>					
Charges to Depts	3,450,568	0	0	0	\$3,450,568
Insurance Reimbursements	48,636	0	0	0	\$48,636
Interest	129,580	0	0	0	\$129,580
Transfers	0	189,356	0	0	189,356
Total Operating Revenues	\$3,628,784	\$189,356	\$0	\$0	\$3,818,140
Beginning Fund Balance	3,849,209	(193,102)	0	0	\$3,656,107
<b>TOTAL REVENUES</b>	<b>\$7,477,993</b>	<b>(\$3,746)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,474,247</b>
<b>EXPENDITURES AND OTHER REQUIREMENTS:</b>					
Self-insurance and Risk Admin	\$3,711,061	211,282	0	20,692	\$3,943,035
Transfers	\$0	0	0	0	\$0
Contingency	975,775	(215,028)	0	(20,692)	\$740,055
<b>Sub-total</b>	<b>\$4,686,836</b>	<b>(\$3,746)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,683,090</b>
Unappropriated Ending Fund Balance	2,791,157	0	0	0	\$2,791,157
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$7,477,993</b>	<b>(\$3,746)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,474,247</b>

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