

Board of Directors Meeting Agenda

September 17, 2015

#think**PCC**first

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

BUSINESS SESSION September 17, 2015

Rock Creek Campus, Building 9, Events Center 17705 NW Springville Road, Portland, OR 97229

AGENDA

4:30 PM Work Session Bldg. 7/103

- Internal Auditor Charter Gene Pitts
- Board Goals Deanna Palm
- OCCA Update Denise Frisbee
- TSS Update Jackie Barretta
- Accreditation Update Chris Chairsell

6:00 PM Board Dinner Bldg. 9/Events Center/Room A

6:30 PM Executive Session

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

7:30 PM Call to Order

Bldg. 9/Events Center/Rooms B and C

Bldg. 9/115

- Introductions
- Approval of Minutes April 16, 2015 and August 20, 2015 (to be posted Monday)
- · Approval of Agenda

7:35 PM Information Sessions

- Rock Creek Campus Update Sandra Fowler-Hill (10 minutes)
- SW Corridor Linda Degman (10 minutes)
- Resolution Background #16-030 Jim Langstraat (5 minutes)
- Presidential Search Update Gene Pitts and Kali Thorne-Ladd (10 minutes)

8:10 PM **Public Comment on Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)

8:20 PM **Business Session**

Consent Agenda: (All items will be approved by consent agenda unless an item is withdrawn by request of a member of the Board. A separate motion will then be required to take action on the item in question.)

<u>PERSONNEL</u> <u>Page</u>

16-021 Approval of Personnel Actions—September 17, 2015.. 029

Academic Professional Appointments:

- Amy Evans, Business Training and Educational Development Coordinator, CLIMB Center for Advancement, Extended Learning Campus
- Jill Gear, Grants Officer, Academic and Student Affairs (Temporary)
- Rekha Krishnan, Vocational Trainer, Workforce, Economic and Community Development Division, Extended (NonGeneral Fund) Learning Campus
- Liliana Luna, Retention and Multicultural Coordinator, Office of the Dean of Student Development, Rock Creek Campus
- Jennifer Poinar, Career Exploration Center Coordinator, Office of the Dean of Student Development, Southeast Campus
- Jim Ricks-White, Performing Arts Center Rental Coordinator, Visual and Performing Arts and Design Division, Sylvania Campus (Temporary)
- Carol Shields, Business Training and Educational
 Development Coordinator, Institute for Health
 Care Professionals, Southeast/Extended
 Learning Campus
- Rebecca Springer, Resource Center Specialist, Office of the Dean of Student Development, Rock Creek Campus

Administrative Appointments:

Colleen Huffman, Bookstore Supervisor, Finance and Administration

Faculty Appointments:

- Qudsia Ahmad, Instructor, Composition Literature English and World Language Division, Sylvania Campus
- Cameron Bynum, Instructor, Communication Studies, Communications and Humanities, Rock Creek Campus (Temporary)
- Saikat Chakrabarti, Instructor, Computer Information Systems, Business, Computer Technology and Real Estate Division, Sylvania Campus
- Rocco Charamella, Instructor, Computer Applications and Office Systems, Arts and Professions Division, Cascade Campus (Temporary)
- Lee Collins, Instructor, Physics, Math, Sciences and CTE Division, Southeast Campus

- Levi Eckhardt, Instructor, Emergency Medical Services, Allied Health, Emergency and Legal Services Division, Cascade Campus (Temporary)
- Sammuel Erickson, Instructor, Developmental Education – Reading, Liberal Arts and Pre-College Division, Southeast Campus (Temporary)
- Michael Faber, Instructor, Gerontology, Science and Engineering Division, Sylvania Campus
- Erik Fauske, Instructor, Multimedia, Arts and Professions Division, Cascade Campus
- Teela Foxworth, Instructor, Communication Studies, Liberal Arts and Pre-College Division, Southeast Campus
- Debra Galba-Machuca, Instructor, Biology,
 Mathematics, Sciences and Career Technical
 Education Division, Southeast Campus
 (Temporary)
- Sarah Gaskins, Instructor, Music, Arts and Professions Division, Cascade Campus (Temporary)
- Marc Goodman, Instructor, Computer Information Systems, Business, Computer Technology and Real Estate Division, Sylvania Campus
- Sasha Grenier, Instructor, Health, Science and Engineering Division, Sylvania Campus
- Sherie Guess, Instructor, Computer Applications Systems/Office Systems, Business, Computer Technology and Real Estate Division, Sylvania Campus
- Homayoun Louie, Instructor, Dental Laboratory
 Technology, Health Professions, Early
 Childhood Education and Physical Education
 Division, Sylvania Campus (Temporary)
- Joseph Huddleston, Instructor, Machine Technology, Mathematics and Industrial Technology Division, Sylvania Campus (Temporary)
- Sarah Im, Instructor, Ophthalmic Medical Technology, Allied Health, Emergency and Legal Services Division, Cascade Campus (Temporary)
- Kathleen Janicki, Instructor, Business Administration, Arts and Professions Division, Cascade Campus
- Peter Kazarinoff, Instructor, Civil and Mechanical Engineering Technology, Science and Engineering Division, Sylvania Campus

- Kendon Kraska, Instructor, Social Science, Liberal Arts and Pre-College Division, Southeast Campus (Temporary)
- Michelle Ktejik, Instructor, Sign Language Interpretation, English and World Languages Division, Sylvania Campus, (Temporary)
- Jay Kuykendall, Instructor, Automotive Service Technology, Math and Industrial Technology Division, Sylvania Campus
- Jeff Lacks, Instructor, Mathematics, Math and Industrial Technology Division, Sylvania Campus
- Scott Lowrey, Instructor, Adult Basic Education/GED, Business, Applied Technology and College Prep Division, Rock Creek Campus (Temporary)
- Enrique Maldonado, Instructor, Trades and Industry, Arts and Professions Division, Cascade Campus
- Jennifer Margolis, Counselor, Academic and Student Affairs (Temporary Job Share)
- Angelia Martorana, Instructor, Graphic Design, Visual and Performing Arts and Design Division, Sylvania Campus (Temporary)
- Patrick McMurray, Instructor, Dental Technology, Health Professions, Early Childhood Education and Physical Education Division, Sylvania Campus (Temporary)
- Sasha Miljevich, Instructor, Art, Arts and Professions Division, Cascade Campus (Temporary)
- Jodi Naas, Instructor, Composition/Literature, English and World Languages Division, Sylvania Campus (Temporary)
- Felesia Otis, Instructor, Alcohol and Drug Program
 Allied Health, Emergency and Legal Services
 Division, Cascade Campus (Temporary)
- Sonya Redmond, Instructor, Mathematics, Math, Aviation and Industrial Technology Division, Rock Creek Campus
- Bret Rickman, Instructor, Mathematics, Mathematics and Industrial Technology Division, Sylvania Campus (Temporary Job Share)
- Julie Romey, Instructor, Computer Applications Systems/Office Systems, Math, Sciences and CTE Division, Southeast Campus
- Petra Sairanen, Instructor, Art, Communications and Humanities Division, Rock Creek Campus

	Mohamad Salti, Instructor, Biology, Mathematics and		
	Science Division, Cascade Campus		
	(Temporary)		
	Tracey Scherban, Instructor, Chemistry, Science and		
	Engineering Division, Sylvania Campus		
	(Temporary)		
	Tatiana Simonova, Instructor, Art, Visual and		
	Performing Arts and Design Division, Sylvania		
	Campus		
	Rachel Stone, Instructor, Psychology, Social Science		
	and Health Division, Rock Creek Campus		
	(Temporary Job Share)		
	Greta Swanson, Instructor, Mathematics,		
	Mathematics and Science Division, Cascade		
	Campus		
	Steven Taylor, Instructor, Paralegal, Allied Health,		
	Emergency and Legal Services Division,		
	Cascade Campus (Temporary Job Share)		
	Catherine Thomas, Instructor, English for Speakers of		
	Other Languages, Liberal Arts and Pre-College	}	
	Division, Southeast Campus(Temporary Job		
	Share)		
	Shawn Trail, Instructor, Music, Arts and Professions		
	Division, Cascade Campus (Temporary)		
	Jonathan Williams, Instructor, Diesel Service		
	Technology, Math, Aviation and Industrial		
	Technology Division, Rock Creek Campus		
	Stacie Williams, Instructor, Communication Studies,		
	Communications and Humanities Division,		
	Rock Creek Campus		
	Antonio Yorba, Instructor, Auto Body Repair, Math,		
	Aviation and Industrial Technology Division,		
	Rock Creek Campus(Temporary)		
	George Zamzow, Instructor, Composition and		
	Literature, Communications and Humanities		
	Division, Rock Creek Campus (Temporary) Retirees:		
16-022			
10-022	Commendation of Retiring Employee –	040	
16-023	Jo Lynn Dow Commendation of Retiring Employee –	049	
10-023	Leslie Hackett	050	
16-024	Commendation of Retiring Employee –	030	
10-02-	Jerry Kissick	051	
16-025	Commendation of Retiring Employee –	001	
10 020	Phillip Montague	052	
16-026	Commendation of Retiring Employee –	JUZ	
.0 020	Terry Sherman	053	
16-027	Commendation of Retiring Employee –	555	

		Sharon Vandehey	054			
		Miscellaneous personnel				
	16-028	Approval for James Langstraat as Vice President –	-			
		Finance and Administration	055			
		BIDS/CONTRACTS				
	16-029	Authorize an Increase to Existing Application				
		Subscription Program Agreement with				
		TouchNet Information Systems for				
		E-Commerce	056			
16-03	16-030	Authorize An Increase To Fortis Construction's				
		Contract To Provide Construction				
		Manager/General Contractor (CM/GC)				
		Services For Rock Creek Campus 2008	057			
		Bond Program	057			
		BOARD				
	16-031	Adopt Portland Community College Board of				
		Directors 2015-2016 Goals	059			
	16-032	Approve Board Audit Committee Charter	061			
8:25 PM	Public Comment on Non-Agenda Items (A sign-up sheet is on a table at the entrance of the meeting room.)					
8:35 PM	3:35 PM Reports (5 minutes each)					
	• Fa	culty and Academic Professionals				
	• Cla	Classified				
	 Students 					
	Board Members					
	• Pre	esident				
9:00 PM	Adjournn	nent				

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 PO BOX 19000, Portland, OR 97280

BUSINESS SESSION April 16, 2015 Cascade Campus, Student Union, Room 203/204 705 N. Killingsworth Street, Portland, OR 97217

MINUTES

BOARD ATTENDANCE

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

EXECUTIVE SESSION

The Board of Directors met at 7:00 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)

WORK SESSION

The Board of Directors met at 6:30 pm to discuss OCCA, OPC, Internal Audit, Accreditation, and 2017-2018 Bond.

CALL TO ORDER

Chair Palm called the business meeting to order at 7:35 pm and invited all present to introduce themselves.

APPROVAL OF THE MINUTES

The March 5, 2015 Board Minutes were approved as published. Wilton/Harper

APPROVAL OF THE AGENDA

A motion was made to amend the agenda to add a Non-Agenda Comment section to address the International Student Insurance. Frisbee/Harper

Motion to accept the amended agenda was approved. Thorne-Ladd/Frisbee

PUBLIC COMMENT ON NON-AGENDA ITEMS

Dr. Chris Chairsell introduced Darilis Garcia-McMillian the Director of Outreach, Orientation and Enrollment as well as Tammy Billick the Dean of Student Affairs. Dr. Chairsell noted that there have been some concerns around International Students and insurance. The consideration to have International students pay upfront for a full year for insurance appears that that it was under contemplation, with no final decision. The flyer that was seen was not sent out yet, but was disseminated somehow. Students are upset because we did not talk to them about this. There were meetings being planned to do just that.

We heard loud and clear, many times at board meetings in the last couple months that the board members insist upon student conversation, student dialogue, student discussions before we implement anything. On behalf of my team, I sincerely apologize if it appears that this was going to happen without conversation. We will be pulling this and know that it is not

under consideration at this time. We will take it one step at a time as insurance regulations change and Homeland Security issues change, but the conversation will happen first.

Ms. Garcia-McMillian offered an apology. As we were making the decision, we were trying to get the information out soon because we were trying to be considerate of students and say, this is where we're headed. I recognize now that the way that we went about it was not correct. We're really trying to mitigate that situation right now in terms of setting up opportunities to talk to students face to face, discuss what their concerns are and how we can better understand their needs. We have two meetings set up already; we're working on a third one for the Rock Creek campus. We will work to remove any flyers and make sure we have better conversations with students. This change was targeted for fall, so nothing has changed. We just need to have better conversations. And we'll do the follow up with the students. Dr. Chairsell suggested that this time be used to talk not only about insurance but about the entire International Education student experience.

Chair Palm thanked them for coming forward and walking them through and explaining the situation. The students appreciate that, and she appreciates the fact that you do hear the Board in terms of the importance of communication. Having student involvement and engagement in the process is key for the board.

Chair Palm asked if there were any sign-ups for comment on this particular item. There were none.

The Business Session was adjourned at 7:41 pm and the board convened as the College Budget Committee.

BUDGET HEARING

In accordance with ORS 294.406 (1) Public Hearing on Adoption of the Proposed Budget for FY 2015-17 in accordance with

Budget Office Updates

Gordon Herbst and Jim Langstraat (10 minutes)

Mr. Langstraat acknowledged the Budget Team in attendance. Christina Day the Budget Manager, Heather Monahan and Dana Peterson are the budget analysts.

Mr. Herbst noted it has been a great pleasure of working with Jim and his staff. It was also great going to the various campuses to talk about the budget and all that we could do to include people and to be as transparent as possible through this process. Budget forums were conducted April 1st at Rock Creek, April 6th at Cascade, April 7th at Southeast and Sylvania. These sessions were well attended. They had faculty and staff attending each meeting. And they were rather energetic and engaged in conversation with us, as we prepared and discussed the budget items in question.

Presentations focused on the following budget items and assumptions; keeping revenue projections conservative, recognizing the decline in enrollments and uncertainties of State funding and cap considerations, using a base enrollment of 28,000 fulltime equivalencies. We've prepared graphs showing the apparent correlation between recessions and enrollment. We stressed trying to maintain affordability for students. Linking budgets with the strategic planning process was a very important item that we talked about with these

groups, because of the upcoming conversations in that regard. We also discussed other cost increases that were built into the budget assumptions, PERS, health insurance, fund balance, etcetera; these were all relevant items. For some folks, it was rather new to them so it was good that they were part of this conversation.

Audience questions focused on the differences between state funding and proposals, the legislative versus Governor versus the HECC models that are out there and the amount of funding between State taxes, tuition and fees. The distribution of institutional expense, in other words, the percentage of salary and benefits versus other operating expenses was of interest. Lastly, the funding cap on enrolled FTE was of interest.

We're making arrangements to be included in the District's Student Council meeting agenda later this term, thanks to David Betts. He invited us to present budget information during a new student leader orientation meeting that's coming up. Mr. Herbst recommends that these types of conversations and forums be conducted throughout the biennium. In his short time here, he has learned that this might be embarking on new territory.

At his prior institutions, there were budget conversations all year, both prospectively and retrospectively. We would plan for what would be the budget, and then when we got to the start of the fiscal year, we would conduct meetings to show where did we end up on our budget projections, plus or minus versus categories? We would show what had happened with all of the assumptions. Throughout the year, it came as no surprise to many people when adjustments had to be made. He recommends we go this way moving forward.

Tuition conversations have been happening for several months, so we want to review the current tuition policy; in-State student with non-immigrant status or Visa status, international students and out-of-State students. The presentation describes who qualifies for paying the resident rate and the non-resident rate. As you know, the recent history at the February 19th meeting, the Board tabled action on proposed international fee proposal after hearing student testimony. At the March 5th Board meeting the Board heard a presentation on international education and received additional testimony. Then on March 6th, the leadership team addressed the ASPCC regarding communications; there were international students in attendance. On March 9th we held a forum for international students at the Sylvania campus, again hearing more of the sentiments from students as to what they felt about the particular sequence of events and information. At the March 19th meeting, the Board received an update and feedback from the forum and directed that a resolution regarding tuition rate increase be prepared.

In terms of the finance and budget, non-resident students do not generate State funding even if we were below the State funding cap. And non-resident students do not directly increase property tax revenues. The only additional revenue non-resident students generate is through tuition and fees. Currently, PCC tuition rate is tied for 7th among 17 community colleges. The annualized tuition and fees rate ties for 12th. For reasons of parity, non-resident students need to contribute additional tuition dollars to make up for the total public resources not generated through State reimbursement or taxes. The proposed tuition rate increase of \$4 per credit hour to a total of \$224 per credit hour represents an increase of 1.8%. Even with the tuition rate increase, total revenue is projected to decrease due to declining enrollment.

Throughout our conversations at the campuses, we were demonstrating what has been going on with enrollment both at head count and total FTE. The fiscal year that ends June 30th of this year, we're projecting a 29,959 FTE amount, in the biennium, 5% decrease as well, due to the economy.

Expenses that we talked about in the budget forums, we have to consider what the expenses are that drive the cost of tuition. Faculty step movement is guaranteed by the terms of the current collective bargaining contract and 3.5% for those who are eligible. These costs will exceed one million per year. Other increases are subject to bargaining, and for every percent granted to all groups, the cost is approximately \$1.25 million. Health insurance is also subject to bargaining and costs over \$15 million per year.

Other expenses, required contribution rate to PERS is increasing by 2.91 for Tier I and Tier II employees and decreasing by .74 for op serp employees. Required repayment of the PERS bond principle is increasing by \$1.4 million in the upcoming biennium. Costs associated with the bond build out will also cost nearly \$1 million in the next biennium. We want to increase transfers to risk management and early retirement, which we anticipate to be an additional million. Other items that were underfunded in the current budget included utilities, legal fees and the PERS budgets need to be adjusted.

In terms of where the school has been since 2010-11, tuition increases for residents have gone up by \$16 from \$76 to \$92 through the 2014. Likewise, \$16 for the non-resident tuition rates. But if you notice, the ratios have been going down. So for the 2010-11 through 2014, while both resident tuition rates have increased by \$16, the resident increased 21%, but non-resident tuition has increased 7.8%. The ratio has decreased over this time period.

Before you is a tuition proposal for \$4 per credit dollar increase for non-resident students for the 2015-16 year. This matches the previously approved per credit hour increase. The Board then will have time to consider the effect of this before deciding on a tuition rate for the non-resident students in 2016-17.

Mr. Langstraat noted that the legal fees and utilities were identified areas where it looks ware going over budget and we wanted to correct that for the next biennium so that we're not caught short.

Review of Proposed Budget

Gordon Herbst, Interim Vice President, Finance and Administration and Jim Langstraat, Associate Vice President, Finance

Mr. Langstraat hopes that all board members have had a chance to look at the proposed budget book. We've received several good questions from various Board members. For those of you who may not have had time to go through it all yet, or for members of the audience, the budget book is approximately 150 pages. It includes things like the budget message. The budget message addresses some of the priorities, the challenges, the opportunities and accomplishments of the college.

There's also a college overview section, were the organization charts for each of the campuses or divisions and some demographic information on the college. There is also information on ethnic make-up of the student population. The budget process and structure includes kind of a process of overview of the budget development cycle. It has the budget

calendar and gives some information on the budget structure. This is the fund structure, the account codes structure that we work with in developing the budget.

Then there's summarized budget information. It has a lot of the revenue projects and assumptions, some of the main information on the major requirements, summaries of all the funds, information on some of the major grants of the college.

The debt summary has information on things like the legal debt margin. It tells information like our bond referendum in the past few years and we're doing all the wonderful projects with that, we still only use 22%-23% of our legal debt capacity. It also lists the bond repayment schedules, if you want to know how much bonded debt we have outstanding, and for our general obligation bonds it's nearly \$360 million; then for the PERS bonds it's another \$95 million. It also lists when those bonds come due, the principal payment on those, what our debt structure and repayment looks like for the life of the bonds.

Capital improvement summary has a lot of information on the bond program and the updates and the projects that have been completed or are underway. And then it also has our kind of smaller, more general funds supported projects that fall under our facilities management plan. Then, we go into some detail on individual fund budgets. So every one of the different funds of the college would be presented there. We spend most of our time, before the Board, talking about the general operating fund of the college. But we have another 16 or 17 funds that we also operate.

Then, we have the budget process and legal forms that we're required to fill out, copies of the legal publication notices, property of the tax certification information. Some financial policies, this can be financial management, budgetary policy, investment policy, debt management policies are also included, these are some of the policies we're working under.

Finally, there's a glossary and some acronyms for those who are not familiar with some of the terminology we might be using.

The budget book that we presented you summarizes the more detailed working budget of the college, which is closer to 1,000 page document. But because the information that we're presenting in the budget book is summarized, each individual department may not be delineated in that book. For example, if you look in there, you won't see my Financial Services department because it's a component of Administrative Services. So you'll see the budget for the Administrative Services as a whole. If you are interested in this kind of information, we can go back to the 1,000 page budget book and pull you the information that you might be interested in. This budget is covering the upcoming biennium, from July 1st of 2015 through June 30, 2017.

The Board's remaining responsibilities around the budget is to act as the Budget Committee, as you are now, where you can ask questions, solicit comment from the public and then, ultimately, come up with an approval for us to take this budget to the Multnomah Tax Supervising and Conversation Commission. On May 19th, we have a public hearing with the Tax Supervising Conservation Commission at 1:00 pm at the Downtown Center for any who might like to take part. They'll hold the public hearing, give us questions on the budget, they might make recommendations. Then they approve the budget to come back to the Board for the June meeting for final approval/adoption, approval of the appropriations, approval of

the tax certification levies.

The budget book includes all the funds of the college, if you combine everything together, our expenditures for the biennium are about \$1.3 billion. We also include information on the special revenue funds of all the college. Those are ones that are restricted to expenditures for specific purposes and include the auxiliary funds, CEU/CED, contracts and grants, student activities, and student financial aid.

Capitol projects includes both the bond capital construction program as well as our facilities, our smaller projects that are general funded and maintained primarily by facilities. Enterprise funds are for those that are operated more similar to a private business, that includes things like the bookstore, food service and parking operations. We have internal service funds, these funds primarily provides services to other operational areas within the college such as like the print center and risk management. We have one fiduciary fund where we hold the assets in a trustee capacity, or as an agent of others, the early retirement fund that's a component of our collective bargaining agreement falls into this category. We have the debt service funds where we accumulate resources for the repayment of outstanding debt.

General fund we've talked about quite a big before in recent meetings and certainly remains one of the key factors in building the budget. As we are building this budget, we're carrying into the year a fund balance of about \$24 million. This is a lot higher than the \$17-\$18 million that we've been talking about previously. As we've had conversations with the campus Deans of instruction, they've put in a request to carry forward any unused campus dollars from their margin classes into the next biennium. So we've asked them, well, we need an estimate on what that might be. And to give themselves the maximum potential carryover, should they have any, they've given us figures. We don't really know if this amount of carryover will materialize or not. It kind of depends on how quickly they spend their money, between now and the end of the year. If they spend it by the end of the year, then fund balance is going to be much less than that \$24 million and then it won't be spent the next year. We've had some conversation or communication from Board members saying, well, it looks like fund balance is going down \$7 million for this upcoming biennium. Well, only if the campuses carry over some of these millions of dollars and then are allowed to spend it in the next biennium. If they spend the money this biennium, then the fund balance stays within that \$17-\$18 million range that we've been previously talking about. That's why we see a lot of that, the difference between the budgeted revenues and transfers and expenditures and transfers out.

Chair Palm asked if the carryover a common practice. Mr. Langstraat noted it has been a tradition here at PCC. On one hand, it shouldn't be carried over so it can build up the college reserves, but on the other hand if people are put in a use it or lose it mode it creates a challenge to use the funds in the most effective manner. So we've, in the past, have let the campuses carry over their margin dollars.

One of the particular line items to pay attention to in the budget, for the general fund, is we're budgeting almost \$30 million in a contingency reserve. This contingency reserve covers things like the bargain salary and benefit increases for the next biennium, because we really haven't even started talking dollars with the Federation yet to know where we're going to end up. That's part of the process that usually waits for a better feel for where our State funding is going to come in. It would also include a reserve for any carryover of these

margin monies of the campuses. It is where we also are trying to reserve the funds for carrying out the strategic planning initiatives, as a strategic plan is further developed into action items. Here we'd also see funds to try to rebuild the fund balance. So ordinarily, we don't spend every dollar within the contingency, we try to set aside some for emergencies.

One of the challenges we have is, if we don't budget like an emergency contingency fund, then a situation would arise, we wouldn't have the legal authority to spend the money even if we had the cash in the bank. Even with using every bit of contingency that we budgeted, which we don't think would be likely, we would still end with a fund balance of over \$17 million. That would keep us within the Board's 8% targeted fund balance range. We actually anticipate not using all of the emergency contingency, so that that ending fund balance would be even higher.

Some of the key revenue assumptions we're working with that we talked before previously, we're using the \$519 million level of State support. We've had some conversation in the budget forms is that if State funding comes in at the \$535 million range--what difference does that make for the college? Well, it would be approximately \$2.4 million dollars more each year at the biennium.

This budget was built on the resident tuition credit rate increase of \$4 for the first year and \$3 dollars for the second year of the biennium. It's built on the enrollment decline projections of 5% for the first year of the biennium and 3% for the second. It also assumes the continued modest property tax growth in that 3-4% a year. It encompasses the goals of starting rebuild fund balance and allowing for the implementation of Strategic Plan initiatives.

One of the other funds we have is the auxiliary fund. This one accounts for a variety of pilot programs and college sponsored activities. The major revenue source in this fund is facility use charges. This is where our building rentals would fall as well as the major expenditures or costs associated with them facility rentals. This fund has a budget of \$1.2 million and an ending fund balance of 300,000.

We have the Community Education fund. These are classes that are more aimed at self-improvement or are non-traditional classes. Registration fees are the primary revenue source. Over the biennium, we anticipate \$18 million dollars running through there.

I'm going to run through these slides quickly to allow for as much Board comment or public input. Contracts and grants funds are where we'd see things like our Title 3 Flair grant and some of those other sources of revenue. The major source of funding here is the revenue for federal, State or other local granting agencies. Expenditures are usually dictated by the terms of agreement with the granting agencies. Over the biennium, we run over \$64 million through these other grants.

Student activities fund accounts for the various student functions including things like student government, the legislative intern program, the diversity center augmentation that the students talked about when they brought forward their fee proposal. The resources come from student activity fees and then also any fundraising efforts that they might do. There is about \$4.5 million dollars through the biennium.

We have the student financial aid fund that provides the separate accounting for student financial assistance. Federal and State aid programs are the big revenue source. We'll run over \$350 million dollars through there in the biennium.

The capital projects fund, this is where we do the smaller ongoing maintenance type projects through our facilities department. The primary source is the transfer from the general fund. We have some budget expenditures of about \$8.5 million with the fund balance of \$2 million. This \$2 million has been kind of a historical reserve that we've been encouraged to keep as a balance in this fund to allow for any unplanned emergencies that might arise.

We have a capital construction fund. This is the one where we account for the bond construction efforts. We're still budgeting \$123 million for this next biennium and would still have about \$7.5 million in fund balance at the end of the biennium.

The college bookstore fund accounts for books and instructional supplies. Revenue is from the sale of merchandise, the primary expenditures are staffing and then of course the cost of merchandise. Budgeted expenditures of about \$35 million and a fund balance of about \$5.5 million at the end of the biennium.

Food service, similarly this is for our cafeteria operations and other related food service activities. We'll run about \$15 million through there in the biennium.

The parking operations fund encompasses things like the transportation fleet. For this next biennium, the Board had approved a transportation fee increase to enable us to offer more subsidized Tri-Met passes to students. This is where you'd see the increase in revenue and expenditures for those areas. Budgeted expenditures of \$15 million for the biennium.

We do have an internal service print center fund. They have budget expenditures of about \$2.4 million and an ending fund balance of about \$63,000. The print center tries to be a break even operation.

PERS reserve fund, that's where we manage the account for the additional PERS employer rate. Primary source of revenue is charges to the other operating funds of the college. The main expenditure then is transfer of accumulated charges to the PERS bond fund. We'll run about \$18 million through there in the biennium. It does have an ending fund balance of \$26 million. One of the provisions we use in operating this fund is we've been working on the assumption that we'll keep the final two years of bond principle and interest rate payment as a reserve amount. That's why we have such a high balance there. Though this is one that we will probably start, in the future, spending down over time so that when the PERS bonds are finally paid off, we'll be down to zero in this reserve.

Risk management fund, the college retains a fair amount of risk under self-insurance practices. We also still continue to cover for major liability and property loss coverage. The primary source of revenue here is from charges to the college's operating fund and to transfer from the general fund. The primary expenditures are the payment of policy premiums and then any claims that we might have against the college that are not covered by insurance. Budget expenditures are about \$6.4 million, we're projecting an ending fund balance in the \$4.8 million range. The fund balance isn't there right now, we are trying to

build up. We had an actuarial study done this past year that said that the balance we were carrying was low.

Early retirement fund is established in the collective bargaining agreement. It is primarily the payment of health insurance, even early retirement. It's not probably a true early retirement fund, it really comes closer to being a longevity stipend of paying these health insurance benefits for eligible employees. We have budget expenditures of 41.5 million for the biennium and an ending fund balance of about half that amount. We need to keep the balance up to account for the uncertain of the number of retirements and people moving into the program each year. We need to have reserves set aside to account for future retirements.

The general obligation bond fund is where we pay for the bond principle and interest on our construction bonds. We'll pay about \$84 million for the biennium. Our property tax rate for our bonds is probably double what it is for our general operating fund. We keep a small ending fund balance so that we're able to meet our first interest payments in the next biennium.

The PERS bond repayment program are running in the \$17.5million for the biennium. The PERS debt will be paid off in the 2027 fiscal year.

That is just kind of the very quick summary of the different funds of the college. To date, he has not received any comments or feedback from members of the public as far as wanting more information on the budget or, yes, this is good or, no, this does not look good. So I have not received any feedback there, but would certainly be happy to entertain any more questions from the Board of members of the public at this time.

Director Wilton stated that the smaller document is really well done. It's a wealth of information, it was interesting as well. A few comments and then a couple of questions. As he thought about this process, this is his first time going through it. We learned a lesson in terms of student outreach. We had a lot of students that were not happy about the level of communication we had. That was both foreign students and regular students as well. He is hopeful that the outreach we do with them in the future is more extensive than it was in the current year. We are a big institution. As you mentioned somewhere, our two-year expenditures are over a \$1 billion dollars when you add up both funds. That's a lot of money. At the same time, what you're saying is you receive almost no feedback from the public. You obviously receive feedback from staff. That is a shame. Partly, we're here to represent them, yet he thinks there's a way that we can do a better job of reaching out to them and getting their feedback. He feels like we're not doing enough to connect with them. He thinks there's some potential out there to do more. He is just stunned by the disparity between our spending, which is considerable, and the feedback we get from them which is almost non-existent.

Mr. Langsraat responded that we certainly do all that's legally mandated that we do, but not much beyond that. As we talk about ways of trying to increase outreach, I think some of the things Gordie talked about—the budget forums throughout the biennium at the campuses, is a way to start increasing awareness. We just have think what other citizen groups do and see if we need to make a special effort to do more outreach.

Director Wilton added that there is a lot of expertise out there and a lot of insights that we can learn from. He also commented on the timeline. They get the document on Saturday and then vote on it on Thursday, he feels like it's not enough time for them to really absorb it. We have to hustle to get questions to you, and then you've got to hustle to answer it. For this amount of money, we're just not being deliberate enough. This is a thought for the future in terms of how do we make this a little less compressed. The two-year budget has him flummoxed. It is intentionally done that way to align with the legislative session, which makes sense, the whole thing actually is kind of for not. The budget laws require us to put it together before the legislative support is known. We are putting together a document where we are not certain what State support is. We've got a lot of other uncertainties regarding expenditures because of bargaining and enrollment. The end result is that we are putting something together on a guess. We really know later what the real numbers are. Given that, we probably should think about what Gordie alluded to earlier--going through another process later, showing where we are actually at. The Strategic Plan exclusion surprised him. A lot of time was spent as a Board and internally, they did yeomens work on it. His thinks there was time to ultimately integrate it with the budget, and we didn't. The answer was-well, it's in contingency. I'm not blaming anyone, I'm just surprised that it didn't make it in there. We have a three stage budget process in Oregon where the Executive kicks it off with his or her vision of what should happen. That person has a responsibility and an opportunity to say here what they think should happen, then the Board gets it. The Board can make changes, there is nothing wrong with there being some disagreements or changes between the two. It ultimately relies on that Executive to put it out there, not sure of that timeline, but it keeps being talked about, not doing anything about it. We need to do something about it, at some point, it would be nice to know what the timeline is on some of these things. He was surprised by the staff growth. There is a little bit of confusion over how much it was. There is some bond build out which is a decent portion of it. We know our enrollment is going down and don't understand why staffing is up a fair amount. He is concerned about it. He hopes that we're being prudent in managing those staff increases. The other thing that surprised him was the fact that we put together last biennium with an existing staff authority or level, and then we - if I understood the numbers - we substantially exceeded it. There should be a discussion among the Board, at some point, regarding the budget and the staffing level is. What processes are in place to essentially authorize any overages. This was quite a bit more and he was surprised by it. He has seen entities get in trouble when they don't control their FTE and hopes that doesn't happen with PCC.

Director Thorne-Ladd noted it was presented in a way that was pleasant to read for a budget document. She appreciates the work that was put into presenting the information in a way that was easy for her to digest and really think about. She received responses to a few questions she had and wanted clarification. The first was a question about whether or not there were any cuts. The response was there were no college-wide level cuts. She wants to know if there's a discrepancy between college-wide versus campus for these cuts. Are there no cuts at the campus level or are the things that are overarching college-wide, the places where there are no cuts, but there might be some cuts at different campuses. Mr. Langstraat noted that the campuses have a certain discretion in building their budget. He didn't feel comfortable saying that no campus had cut anything anywhere to make maybe room for something else. There hadn't been any mandate that they have a funding reduction. As they built their own budget and looked at their own resources, they might have cut something somewhere. Director Thorne-Ladd then asked about the equity lens. She had mentioned at the last Board meeting, the importance of an equity lens. In retrospect, she thinks she

probably should have shared what she knew about the City of Portland. She worked on the equity lens that the City of Portland uses. The office uses an assessment tool to really figure out what the impact of the budget proposed has on different populations. Their assessment tool is a critical part of the City of Portland's commitment to ending an equity based on both race and disability. Then they ask different questions around advancing equity. Will this budget proposal reduce, limit or eliminate programs that are vital to disproportionally needed by communities of color, immigrant and refugee communities or people living with a disability? And they'll go through the entire budget, and they answer the question of whether it's true, if so, what parts? The one that she had pulled out is the police bureau. They ask questions of what considerations were taken to account to maximize equity in the budget? They ask about whether or not there were reductions in staff. If so, what were the reductions? And what was the sort of breakdown of gender, race and disability. So those are the types of questions that she would like to see as a tool applied to the PCC budget. The Office of Equity and Human Rights, that's in the City of Portland that really produced this. She is not sure if this is a discussion that happens with the Office of Equity here at PCC. It does provide a level of transparency, one, that says we care and we're thinking about this and it also lets people know, this is what the impact is for different people of this budget proposal. They've asked every bureau Director to actually answer the questions. It's not very long, a few pages. It started with Mayor Adams, and Mayor Hales is using it now. She really would love to see PCC use something of this nature to give her clarity that we're committed to the goals that we set, which gets to sort of my third point that I would echo that Director Wilton stated. Which is we have a Strategic Plan that had very clear goals around some of these things. Equity was one of the goals. She stated as a Board, even in our midyear retreat, that there was an expectation around the budget being aligned with the Strategic Plan. She was really surprised that that was not happening, equity is just one area, there are a lot of areas this could have happened. Looking at some of decisions around pace of expenditures for different areas, student support I look closely at given the fact that completion is a goal. Those are the things that needed to be taken into account given that they are a part of our Strategic Plan. To echo Director Wilton, she hopes that there is a plan of when we're going to infuse the Strategic Plans into the budget and make clear and transparent for the Board that the things that we've identified and that the community at large has identified as being priorities are things that we are budgeting towards. Mr. Langstraat asked about the equity information was that built into the City budget book or is it in another source. Director Thorne-Ladd said she can send you an example of the police bureau tool. He noted that their budget book is about six hundred pages. He didn't see that kind of information incorporated in their budget book. But that doesn't mean that we can't find the right place for it or include some of that in our budget book, just because it's not in theirs. She was focused on the tool, not the book. I know that it is applied and that the public has access to it.

Director Frisbee stated that the Board appreciates all the work on the budget. She particularly likes the overview, it's very helpful. She needs a little more information on some of the programmatic goals we have in this budget, to the extent it's going to reflect policy and visions that the Board has. The first issue is the student success, one of the key themes of our new strategic plan. But it's not a new goal. We've been talking about this for many years. We know many of the things that make that happen. There is \$29 million in contingency for two years, with a lot of claims on that \$29 million. She wanted to know if we have increases to student support and if there is anything new in this budget that wasn't in the last biennium budget that addresses student support. Mr. Langstraat stated that one of the challenges that

we've had in starting to link the budget to the goals of the Strategic Plan is that a lot of what we're seeing in the Strategic Plan right now is still in the very goal stage. It's not down in the action plan stage where you have measurement criteria, set timelines or you're starting to get into the specifics. Once you get down to that level, then you have something that you can really tie dollars to. But the challenge is we're not down to a level of detail enough yet to build that really strong connection. We know this is our goal and we know we're going to be continuing to develop the Strategic Plan in the coming months. When we do get to those specific action steps, we want to have money to be able to do things, but we're not there yet. That is probably why you haven't seen more of that strong linkage at this point.

Ms. Kelley commented that they ran out of time today in the meeting but that they intend to have work session with the Board on the strategic plan in terms of where we are right now because there has been a lot of progress made. We just unfortunately, haven't had the chance to talk about some of that. There's a lot of work going on currently that's directly tied to that. There's a lot of activity. There are a lot of initiatives under each theme. But Jim is right, we haven't quite gotten down to the part of action plans and what those are going to cost. And it's unfortunate that we haven't gotten there yet, but we are working on it. We are also in the process, as a Cabinet and a staff, looking at priorities and setting those priorities and determining what those are going to cost as we work with the Board on making sure that the priorities we identify are also the priorities that this Board wants us to move forward with.

Director Frisbee acknowledged her appreciation for Ms. Kelley's comments and wanted to add that while she didn't think the college stopped while they did the strategic plan, that they have been talking student success in driving it forward for several years. She added that she would've liked to have seen more of a commitment to that in this budget. But she understands that she will wait for more information because she realizes she's operating without it.

Dr. Chairsell interjected saying that during the recession, we grew 43%. And the campuses had margin money. That was built on FTE increase. A lot of student support services were funded by margin because it's a hard formula to try to figure out how many student support services personnel do you need in order to handle the populations. So a lot of it was margin. Now, margin is going away. And that's where you're seeing a lot of those casual employees are going away. So what we're doing now, on both the instructional side and the student services side, is we're doing an inventory of everything across the college on the campuses. And the Deans of Students have done a tremendous job to identify the gaps of where student support services are lacking or had been funded with one-time funding that really needs to be permanent funding. We are having that college-wide discussion. It appears that we've had a huge increase in staff. And I can tell you that I have not hired thirty-five people in the last two years, have not. They are other things, not people. We need to get to the realistic aspect of what is a person. And what is sabbatical leave of five people that I'm funding to go away for a term or two. There are details in there that give you the illusion that we're just bloated. And we're not, particularly on the student services side. In the lobbying efforts for the legislature, we have been very straight and forward that if we could get 650 million, we could provide wraparound services for all our students that Future Connect students get, our Gateway to College students get, our Roots students get and our CTE program students that are funded by Perkins. Those are the kinds of things that really moves the needle on student support services. So we're having a very responsible conservation across the college, with the DOIs and the Deans of Students, of how many people do we need to replace or where do we take

a vacant position and move it to another campus, like Southeast, that we're committed to growing. We're in enrollment decline and we don't know what this means yet. So we don't want to over-hire. That would be tragic. But we are taking it little by little.

Director Frisbee thanked Dr. Chairsell and directed another budget question to Mr. Langstraat about the President wanting to budget for significant equipment replacement in this budget. She thought it was mentioned that it's in the contingency, again another big dollar claim on the \$29 million. She asked Ms. Langstraat if he could give her an idea of what has been proposed or if there is anything that, if it is all in contingency or is it other places in the budget. Mr. Langstraat replied that it would be a component of the contingency as well. Mr. Herbst added that there's only one reserve per fund allowed by law, which is why you don't see those things broken out.

Director Wilton commented that they can budget it directly in capital outlay or materials and services. We need to have a plan in place to do that, which gets to Director Frisbee's point in terms of do we have a plan in terms of how that money will be spent. Director Palm added that there haven't been any recommendations that have come before the Board for that level of specificity you're asking for, just a lump sum I believe.

Mr. Langstraat replied that they've developed a proposal process and a team to look at proposals, but that they were not planning on asking for proposals until the fall. One of the big challenges that you mentioned, there are many claims on contingency. One of the big factors in determining how much money we'll have to allocate to things like capital equipment, to strategic plan implementation, to replenishing fund balance, one of the other big claims in there in the collective bargaining costs. So that's another piece that's kind of going to influence how much money we'll have left to allocate to those other important areas.

Director Wilton responded to Mr. Langstraat's comments noting that it's almost like he is hedging, because there are these uncertainties. Mr. Langstraat stated they're not really ready to commit on some of these other programs like strategic planning or equipment replacement until we know what the true costs are of some of these other budgetary expenses. He asked Mr. Langstraat if this is that what was happening. Mr. Langstraat concurred.

Director Frisbee interjected saying she had a few more questions. When the legislature decided to do away with the adverse impact requirement for new CTE programs a couple of years ago, she anticipated budget shortfalls and declining enrollment. But there's quite a CTE demand. She wanted to know if there are any new CTE programs in the work, now that we don't have to satisfy a legislature requirement that we not develop a program that has adverse impact on proprietary or for-profit organizations. She asked if we are looking at any new CTE programs for this economy.

Dr. Chairsell replied saying that there's a lot of discussion at the campus levels, where the birth of CTE programs usually occurs. We have to look at our labor market and things like that. This is not hedging. It's still trying to understand what the reality is after the recession and what is opening up. About forty-eight percent of our workforce right now are freelancers. It's expected to go up to fifty percent. So what does that mean for setting up CTE programs and what we need to teach the students, which are adaptable skills. It's really looking at the labor market and then the cost of the equipment associated with CTE programs.

We're trying to get into some of the areas that aren't equipment intensive. There's some discussion about drone technology and about hospitality management. It also depends on what are our pathways to other universities as well who are also dipping their toe into the CTE world. We have a pretty laborious task of trying to figure out how much is this program going to cost and is it going to be duly enrolled in order to be legitimate. Because the last thing you want to happen is that a program is created and then it has to be taken down because it's not getting the wanted traction.

Director Frisbee asked if there was new money in this budget for recruitment and high school outreach for dual credit.

Dr. Chairsell replied that she didn't know of any new money for recruitment. We are doing it with existing funds at this time. She added that as we move forward into whatever the process is for new positions, she'll be there to pull hair and scratch eyes because we need to infuse dollars into that recruitment area. She would equate it right now to a mom and pop operation that needs to be much more sophisticated. She will be there for any new initiative. That is my number one priority for a new position.

Director Frisbee explained that she is trying to track to see if it's filtered into the college what the Board's goals are, something that the college at least does more than discuss. It is a disappointing budget to her in the sense that it doesn't show a lot of energy around new initiatives on some of the key themes that they've been talking about for several years. While she thinks the budget is an excellent document, she's feeling impatient

Audience member asked a follow-up CTE question. She was wondering if there's any due diligence to see what the high demand areas are.

Dr. Chairsell replied that we're required to look at the market data when we develop any particular CTE program. We have to be careful that we don't saturate the market. There are other colleges and universities that could potentially saturate that market. We're much more flexible than a university. I can show it to you some time, the forms that we fill out, that we do our due diligence to figure out is there. I'll use medical radiology, the MRI, which is geared for professionals in the field. We have three people in that program. And yet, it's a phenomenal program that's very equipment intensive. But we just don't have the willingness of the people to come in and take the program. We do pour over data to see how many students are in the program. How many students are we graduating. How many students are getting certificates. Several years ago during the recession, Oregon decided they would go to a green technology. There is absolutely no labor demand for green technology at this time. We jumped into the pool with both feet because we thought it was the right thing to do. So we have to be careful because these are taxpayer dollars that we're spending. That's why we do our due diligence with the labor market statistics, number one.

The same audience member asked if there is outreach or student support programming for interacting with students, informing students about the different fields that are available in CTE as it's a big deal. It's something that everyone is talking about at the State right now and throughout even with the change in leadership, it remains this constant priority. So it seems as though the largest community college in the State of Oregon should also have it as a priority, from a budgetary standpoint. And the idea that we just don't know if people will take

the course, it doesn't feel like a response that is as adequate as it should be. It's more the expectation of us wanting to be the best community college that there is.

Dr. Chairsell responded that we do market and advertise. We rely heavily upon advisory councils to get the word out for CTE programs. Some things really work well and other things don't. And then there is the commitment that you have to live for the student, with teach out and reduction in staff and all. She couldn't say if it's in the budget. Perhaps our strategic plan will point us in that direction. But the conversation is being had, at the Dean level, on all the campuses.

Director Harper interjected saying that we talk about our relationship with K-12 and preparing these young people to be college ready. We talk about CTE and I've listened to their meetings and participated where they don't have funding to set up CTE because of the expense of the equipment and everything. This may be an area that we can again put our toe into, that K-12 arena where we can partner with some of their needs that they see and start preparing some of these, e.g. semi-conductor, welding, nursing. Having come out of the private sector, he knows there are programs like healthcare and some of these others that are willing to put some money into specific programs to address their needs. They'll come together as an industry, as opposed to a company, as long as generic and it doesn't take away from some of their proprietary kinds of things. There are opportunities out there. People will be willing to help us with some of the capital expenditures. We just have to spend more time working on that and trying to uncover that and sell that to the folks that have the need.

Director Wilton had a quick comment stating that in a few months, we're going to know more. We'll hopefully know our State support. We'll hopefully have collective bargaining agreements. We'll know more about enrollment. You can kind of see where we are when the dust settles. There's a possibility we're going to be up a little because we think we're going to get State support. We think we're being conservative. It will be an interesting discussion at that time. There's a huge amount of needs out there. There's a real desire to do more on behalf of our students. At the same time, when we went through this process, we heard from students that they're on the edge financially. They would like us not to raise tuition if we possibly could. I think what we said we will look at a second year. One tradeoff we're going to have to think about is if we are fortunate enough to have addition resources, are we going to spend it or are we going to use it to offset what otherwise would be a tuition increase in year two. There's no right answer on it. They're both worthy things to think about. Hopefully we will have a conversation about that and are intentional about it.

Director Palm commented here saying we have timing issues in terms of everything that happens in this state, which is extremely frustrating for boards like this that are trying to make decisions. Decisions are made by guess and by golly, quite frankly. To Courtney's point in terms of the timing, it would be helpful to get more information and more conversation with the individual campus Presidents as the budgets are being developed. Because right now, we're looking at numbers. Behind the numbers are the things that you're seeing being asked around the table here is where is the innovation, where's the equity, where are the programs. And so absent that sort of dialogue and conversation, we just look at whether the numbers are going up and going down. They really don't tell us if we are meeting our goals, are we really moving forward with student success. Having a more robust dialogue rather than an hour long portion of our meeting to talk about a really lot of money. We're setting the table for

our students at this point in time when we pass this budget. So maybe thinking about ways that we can be more innovative in terms of dealing with the timelines and not being held hostage by the timelines and allowing ourselves to look at where those opportunities are where we can be more deliberate and have more depth and conversation around, get some confidence that these things are happening. We know there are great things happening. It's hard when just a bunch of numbers are put in front of us and we have to react to those numbers. Director Palm echoed her colleagues' frustration around the strategic plan implementation and the lack of priorities at this point in time. This has taken a lot of people's time. A number of people that have been working on this. We're really going to want to see those priorities identified no later than June. That's going to be an important process for us. Our strategic plan is not a document that just sits on a shelf. It is a living document where there's implementation processes and things are moving forward. Whatever we can do, as a board, to help support those efforts we're willing to do that. We want to work side by side with you on getting those priorities identified, determining where our funding then aligns with that and getting some stuff off the ground. Let's make that a goal for us this year to get some of those things off the ground and get some funding aligned with that. We'd all feel really good about that.

Mr. Langstraat added by saying that we do believe in the continuous improvement. We're always trying to provide a more meaningful, not only budget document, but a budget process for people. We want you to have the information that you need. And you've given us a lot of good feedback tonight. So, for example, one of the new things in the budge book this year was information on staffing, FTE levels. You wouldn't have even seen that information there before. I know Christine has been doing a lot of good work to identify and help understand the staffing level changes. We do have some updated staff information to share that would probably provide some clarity.

Director Palm responded saying that Mr. Langstraat has done a fabulous job. To Courtney's comment at the beginning, the public doesn't ask many questions. Maybe it's because they have a lot of faith and trust in us. We do ask questions. Hopefully, maybe they'll pull down minutes from this meeting and read through it and get a better feeling for the budget for PCC. Thank you for that.

Public Comment on Proposed Portland Community College 2015-17 Biennium Budget (20 minutes)
None

Director Palm requested approval of Resolution 15-103. Wilton/Pitts

Adjourn College Budget Committee Meeting and Reconvene Business Session time:

INFORMATION SESSIONS

Faculty Focus

Beth Fitzgerald, Instructor, Multi Media

Ms. Fitzgerald is the Department Chair and a fulltime faculty member of the multimedia program based here, out of Cascade. She's been with the program for about 19 years. She's seen the ups and downs, the .com boom, the expansion and the evolution of the SmartPhone technology. She's been working with the creative industry in Portland, the Governor's office, Oregon Film Office as well as across the country, making sure that we

have employers, people to work, "worker bees". Our students have been working on Grimm, Portlandia, the Librarians, Leverage, Little People/Big World and with studios such as Bent, Food Chain Films, Picture This and Laika Studios. We have one student that got hired at Laika. She comes back to us and says, to send us people. So the students are reaching back, grabbing us. And we are that network. So it's very exciting.

They work closely with the high schools. We've got a lot of dual credit going on. We're also working with our four-year schools, PSU, WSUV, Marylhurst, as well as some of the bigger schools, Full Sail. We're working on a sound stage in the vacated HVAC and Refrigeration facility at Swan Island where students are putting all kinds of media on green screen, shooting actors and putting the pieces together. We're really training students on how to produce their careers. They do great work for other people. My students know a ton of stuff.

The Board members appreciated Ms. Fitzgerald's enthusiasm and thanked her for her efforts.

Margaret Carter Skills Center and Swan Island Center

Dr. Karin Edwards, Campus President, Cascade Campus

Dr. Edwards and Kurt Simon were asked to talk about the Skill Center and how it connects with our trade's program. The Skill Center was named in honor of Senator Carter, longtime supporter of PCC's and certainly of Northeast Portland. Senator Carter saw a need in the community. The Skill Center was established to help meet that need. The purpose was to work with people who were unemployed, under-employed or unskilled. And the purpose was to help bolster their knowledge and skills to enhance their employability. The mission is pretty much the same. But we have made some changes in how services are delivered. Dr. Edwards thanked Kurt and Dan for providing oversight to the center in the recent years.

Mr. Simons shared the history of the skills center, acknowledging James Boles, who was the Director of the Skill Center from 2006-14 and who passed away in February this year.

The mission of the Skill Center is toward employment. It's both entry level employment and skilled employment through CTE programs. Aside from teaching academic skills like math and computer skills, we teach affective skills commonly referred to as soft-skills: communication, teamwork, working collaboratively with others, staying on tasks, time management, getting work done. In this way, the Skill Center focuses both on those academic skills and those personal skills that students need to develop. We also provide wraparound support. Students are given a lot of help in trying to identify the path that's right for them, whether it's entry level employment, whether it's trade, CTE, whether it's going on to a GED or into the lower division transfer track.

We recruit from a number of places, including the Employment Department and other community-based organizations. There's no tuition associated with these classes. It's \$6.24 per credit. We try to get them in through one or two terms to help them work on their financial aid, help them work on their financial planning and then get them on the road to the program that they want to go on to.

This program is closely associated with our trades programs when they were at the Cascade campus, which they have since relocated to Swan Island. We continue to try and make sure that that connection remains strong between the Skill Center and the programs at Swan

Island. We dedicated scholarship accounts for students, both at Swan Island and in the Skill Center. We have applied math as well as what's called calculations for the trades that are specific math courses for students going to the trade areas, measurement, volume, area and so forth. Rick Willerband, Chair of our Trades Program will also serve as Chair for the Skill Center.

The types of degrees that students can earn at Swan Island are maintenance electrician, the millwright and facilities maintenance. We also have shorter term career pathway certificates in HVAC installer, which has a vocational ESOL component so students can get language support while they're learning to do the HVAC work. We're also developing new short term certificates for students who need to get into the job market quickly. We're developing new career pathway certificates for pre-apprenticeship, basic healthcare, customer service and hospitality. 50-60% of the students attending the Skill Center are from N and NE Portland. 60-70% of the students are generally people of color or under-represented students. The last two years at the Cascade campus, we have opened a multi-cultural center and a writing center. We've developed a basic math skills lab. We're doing computer literacy initiatives. And we've also invested in the multi-media and the music programs. So we are shifting some of our priorities in alignment with what we understand to be the strategic goals of the college.

[Video presentation]

Director Wilton asked if there was any connection with Portland Public Schools at all or if the Skill Center is strictly post K-12. Mr. Simon replied that not so directly with the Skill Center, that most of the high school students are at a higher skill level than the Skill Center students, so they go directly into college classes for the most part.

PUBLIC COMMENT ON AGENDA ITEMS

Michael Sonnleitner, PCC Faculty Member

Director Sonnleitner commented that he read the entire 150 pages of the 2013-15 budget but that he did not see, nor did the public see, the budget book in preparation for today's meeting. He understood that to be why there wasn't a lot of public input on the budget. He also referred to a document that was noted on the agenda but that had not been reviewed by the Educational Advisory Council of which he is a part. He would have liked to have had a chance to improve it before it had been presented in the meeting, but that it was a very good document nonetheless. His last comments related to the international student tuition increase, which he said that if he were on the board, he would vote against it. He said it was an unnecessary increase and because it would have a very unequal impact on the realities of international students as compared to domestic students. Consequently it would seriously impact the cultural diversity now present at PCC, provided by the international students.

BUSINESS MEETING

Chair Palm proposed approval of Resolutions 15-095 through 15-102. The motion passed unanimously. Pitts/Frisbee

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

REPORTS

Faculty and AP

Heidi Edwards, Executive VP for the Faculty and the AP Federation

Ms. Edwards reported that the AP Institute was sponsored for the first time last Friday. Over 100 academic professionals attended from different programs, workforce development, outreach, HR, the Federation, part-time and full-time faculty. This was an important opportunity for them to learn from each other about their efforts at the college. A big thank you to Chris Chairsell's office for sponsoring the event.

Ms. Edwards also brought up that they've been focusing on the part-time faculty in recent months, who represent 76% of the faculty here. They've been increasing awareness as their needs, interests, and stories. The Federation is promoting dialogues at the various campuses (21st-23rd) to celebrate their successes. They invited the board members to stop by and engage. There will be more opportunities in the upcoming months for part-time faculty to come together.

Ms. Edwards concluded by saying that there were a number of them who had the opportunity to testify to the Joint Ways and Means Education Subcommittee about a week ago. Ira Herbs, part-time faculty at Sylvania, Jeff Grider, who is on our classified Federation who serves as public safety at Sylvania, Ms. Edwards attended. A number of our wonderful student ambassadors spoke eloquently to the need to restore funding, community college funding.

ASPCC

David Betts, ASPCC, District Student Council

Mr. Betts reported that PCC offers a book exchange at the beginning of each term (except summer) to help the students with the price of books. He also reported some great events happening this month. The 6th and 7th, we had Rock Creek and Cascade hosting "Bring it to the Table", a documentary film, participatory online platform and community engagement campaign. They also do short Web videos aimed at kind of bridging political divides, elevating the national conversation, bringing politics back into the conversation. Rock Creek will host the 9th Annual Semana de la Raza a celebration of Latina culture, advocacy and celebration. This coincides with Earth Week with celebrations happening across the District to bring awareness of sustainable options, gardening, education and parties at the campus's gardens. Campus jobs are hiring for next year's student leaders. Applications are due May 1st. And this is all diversity retention centers, ASPCC included.

The SLCs have recently been clarifying some of the pre-existing training and how to supplement some of the gaps so that next year's cohort will be able to carry on the conversations, making this transparency a continuing effect through PCC. And, in preparation for the upcoming special election, we have a voter registration and education drive doing on. PCC Southeast will host its own three-candidate form on May12th. It's 11:30 am to 1:00 PM in the Great Hall. We have the end of year party that will be held May 8th Downtown at the Portland World Trade Center. That will be from 7:30 to 11:30. It is themed. And attendees are encouraged to dress to impress in costumes reflecting "Untamed: Night at the PCC World Zoo".

ASPCC provides a food bank to students that they can access each term. Those inventories are depleted. We are holding canned food drives to help address this need. Donations are

always welcome. This Saturday 10am-2pmthey'll have a food drives at Lamb's Thriftway and Garden Home, 7410 Southwest Olsen, 97223.

Board Members

Director Palm thanked PCC, specifically Advancement and everyone who was involved with the spring gala. It was a job well done and we felt so proud to be a part of PCC that evening. She added that the Ways and Means Committee will be at the Rock Creek campus on the 21st from 7-9pm. There will also be a Latino cultural festival happening in Downtown Hillsboro from noon to 5:00 PM on Sunday

President

Ms. Kelley extended a big thank you to everyone for attending the gala. Especially to the student ambassadors who volunteered at the event. Their efforts were very much appreciated. Another shout out to Rob Wagner for his work at raising \$430,000 when the goal was just \$300,000.

Ms. Kelley closed noting that there are some things online in our monthly news report for the Board in the President's Manager's report, on the Board site.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:01 pm.

NEXT MEETING

The next business meeting of the Portland Community College Board of Directors will be held on May 21, 2015 at 7:30 PM at the Sylvania Campus.

Deanna Palm, Chair	Sylvia Kelley, Interim President
Prepared by:	
Jeannie Moton, Assistant to Board of Directors	
Minutes approved on September 15 2015	

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

BUSINESS SESSION

August 20, 2015 Sylvania Campus, Conference Room A and B 12000 SW 49th Avenue, Portland, OR 97219

MINUTES

WORK SESSION

The Board of Directors met briefly to discuss matters with TSS, OPC/OCCA and the Internal Audit Charter.

BOARD ATTENDANCE

Denise Frisbee, Jim Harper, Chair Deanna Palm, Vice Chair Gene Pitts, Kali Thorne-Ladd, Michael Sonnleitner

EXECUTIVE SESSION

The Board of Directors met 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) and (h) Litigation

CALL TO ORDER

Chair Frisbee called the business meeting to order at 7:36 pm and invited all present to introduce themselves.

APPROVAL OF THE MINUTES

The July 16, 2015 meetings minutes were approved as published. Harper/Pitts

APPROVAL OF THE AGENDA

The agenda was approved as published. Ladd/Frisbee

INFORMATION SESSIONS

Transportation Demand Management

Linda Eden, Director, Auxiliary Services; Mark Gorman, Specialist, Transportation Demand Management; Kathy McMullen, Manager, Transportation and Parking Services Staff gave a brief update on the department and operations. The update included partners around the area, improvements being made to the system, and statistics on the ridership.

SW Corridor

Linda Degman, Director, Bond Program; Chris Ford, Metro' Teresa Boyle, City of Portland

Staff reported on the proposed plan for the Southwest Corridor Plan. The update included the timeline, budget

Budget Update

Jim Langstraat, Associate Vice President, Finance and Meghan Moyer, Director, Government Relations

A brief update was provided on what the CCSF funding changes will mean for PCC. An overview of the budget challenges were also provided.

Presidential Search Update

Deanna Palm, Chair, PCC Board of Directors

Chair Palm provided information on the presidential search. She noted that updates would be given at each board meeting on where the process is each month.

PUBLIC COMMENT ON AGENDA ITEMS

Sylvia Gray-Technology Contract

BUSINESS MEETING

Chair Frisbee proposed approval of Resolutions 16-012 through 16-020. The motion passed unanimously. Frisbee/Pitts

PUBLIC COMMENT ON NON AGENDA ITEMS

Ed DeGrauw-Student Success

REPORTS

AP and Faculty Federation: Frank Goulard

ASPCC: Fatmah Worfley

Board Members: Kali Thorne-Ladd President Report: Slvia Kelley

ADJOURNMENT

There being no further business, the meeting adjourned at 9:17 pm.

NEXT MEETING

The next business meeting of the Portland Community College Board of Directors will be held on September 17, 2015 at 7:30 PM at the Rock Creek Campus.

Deanna Palm, Chair	Sylvia Kelley, Interim President
Prepared by:	
Jeannie Moton, Assistant to Board of Directors	
Minutes approved on September 17, 2015	

September 17, 2015

<u>16-021</u> <u>APPROVAL OF PERSONNEL ACTIONS</u>

PREPARED BY: The Human Resources Department Staff

APPROVED BY: Sylvia Kelley, Interim 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- Amy Evans

Business Training and Educational Development Coordinator CLIMB Center for Advancement, Extended Learning Campus

Annual Salary: \$50,037 Grade: 5 Step: 3

Effective: August 31, 2015

Education: Drury University MA, Communications 2007

Truman State University BS, Health Science 1997

Most Recent Experience: Portland Community College

Workforce Program and Marketing Consultant

Applicant Flow:

Gender Ethnicity

16 Male27 Female30 White (not of Hispanic Origin)5 Black or African American

1 Not Disclosed 2 Asian

1 American Indian or Alaska Native

1 Two or More Selections

5 Not Disclosed

44 Total

2. Academic Professional Appointment (Temporary) – Jill Gear

Grants Officer

Academic and Student Affairs

Annual Salary: \$55,478 Grade: 5 Step: 6

Effective: August 10, 2015 to August 9, 2016

Education: University of Findlay MA, Education/Human

Resource Development

Purdue University BA, History

Most Recent Experience: Oregon Museum of Science and Industry

Federal Grants Coordinator

Applicant Flow:

Gender Ethnicity

7 Male 20 White (not of Hispanic Origin)

20 Female 2 Black or African American
1 Not Disclosed 1 American Indian or Alaska Native
5 Not Disclosed
28 Total

3. Academic Professional Appointment (NonGeneral Fund) - Rekha Krishnan

Vocational Trainer

Workforce, Economic and Community Development Division, Extended

Learning Campus

Annual Salary: \$40,022 @ .8 FTE Grade: 2 Step: 2

Effective: August 31, 2015

Education: American Intercontinental University BBA, International 2008

Business

Most Recent Experience: Latino Network

Internship Specialist

Applicant Flow:

Gender Ethnicity

14 Male 30 White (not of Hispanic Origin)

21 Female 3 Asian

4 Not Disclosed 3 Hispanic/Latino

3 Not Disclosed

39 Total

4. Academic Professional Appointment- Liliana Luna

Retention and Multicultural Coordinator

Office of the Dean of Student Development, Rock Creek Campus

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

Effective: August 24, 2015

Education: Portland State University BA, Criminology and

Criminal Justice

Most Recent Experience: Portland Community College

Multicultural Center Assistant Coordinator (Interim)

Applicant Flow:

Gender Ethnicity

11 Male 5 White (not of Hispanic Origin)

21 Female 1 Asian

1 Not Disclosed 25 Hispanic/Latino

2 Two or More Selections

33 Total

5. Academic Professional Appointment – Jennifer Poinar

Career Exploration Center Coordinator

Office of the Dean of Student Development, Southeast Campus

Annual Salary: \$52,091 Grade: 4 Step: 6

Effective: August 17, 2015

Education: Monterey Institute of International MPA, Public 2009

Studies Administration

University of Oregon BA, International 2005

Studies

Most Recent Experience: Portland Community College

Career Specialist

Applicant Flow:

Gender Ethnicity

1 Male 2 White (not of Hispanic Origin)

2 Female 1 Hispanic/Latino

3 Total

6. Academic Professional Appointment (Temporary) – Jim Ricks-White

Performing Arts Center Rental Coordinator

Visual and Performing Arts and Design Division, Sylvania Campus

Annual Salary: \$50,037 Grade: 5 Step: 3

Effective: August 3, 2015 to June 30, 2016

Most Recent Experience: Portland Community College

Performing Arts Center Technician III

Applicant Flow: Article 3.64 Appointment

7. Academic Professional Appointment – Carol Shields

Business Training and Educational Development Coordinator

Institute for Health Care Professionals, Southeast/Extended Learning Campus

Annual Salary: \$57,418 Grade: 5 Step: 7

Effective: August 10, 2015

Education: Washington State University BA, Social Sciences 2007

Clark College AAS, Sciences and 2003

Pre-Nursing

Most Recent Experience: Portland Community College

Critical Care Program Coordinator (Casual)

Applicant Flow:

Gender Ethnicity

16 Male 30 White (not of Hispanic Origin)
27 Female 5 Black or African American

1 Not Disclosed 2 Asian

1 American Indian or Alaska Native

1 Two or More Selections

5 Not Disclosed

44 Total

8. Academic Professional Appointment - Rebecca Springer

Resource Center Specialist

Office of the Dean of Student Development, Rock Creek Campus

Annual Salary: \$56,126 @ .52 FTE Grade: 3 Step: 10

Effective: August 17, 2015

Education: Northern Arizona University MA, Applied Sociology 2003

Luther College BA, Sociology 2000

Most Recent Experience: Portland Community College

Student Resource Specialist

Applicant Flow:

Gender Ethnicity

11 Male22 White (not of Hispanic Origin)26 Female3 Black or African American

4 Not Disclosed 2 Asian

5 Hispanic/Latino

2 Two or More Selections

7 Not Disclosed

41 Total

9. Administrative Appointment- Colleen Huffman

Bookstore Supervisor

Finance and Administration

Annual Salary: \$53,922 Grade: F

Effective: August 10, 2015

Education: George Fox University MBA, Business Administration

Iowa State University BS, Business Administration

Most Recent Experience: George Fox University

Operations Director

Applicant Flow:

Gender Ethnicity

34 Male35 Female54 White (not of Hispanic Origin)2 Black or African American

2 Diack of Afficant Aff

4 Asian

4 Hispanic/Latino

1 American Indian or Alaska Native

3 Two or More Selections

Not Disclosed

69 Total

10. Faculty Appointment - Qudsia Ahmad

Instructor, Composition Literature

English and World Language Division, Sylvania Campus

Annual Salary: \$50,374 Step: 1

Effective: August 21, 2015 to June 20, 2016

Education: SUNY Binghamton University MA, English 1991

MAT, English

SUNY Binghamton University BA, English, Psychology 1990

Most Recent Experience: Portland Community College

Faculty Diversity Internship Program (Intern, Composition

Literature)

Applicant Flow: Article 3.64 Appointment

11. Faculty Appointment (Temporary) - Cameron Bynum

Instructor, Communication Studies

Communications and Humanities, Rock Creek Campus

Annual Salary: \$52,140 Step: 2

Effective: August 21, 2015 to June 20, 2016

Education: University of Nevada MA, Communication Studies 2010

University of Nevada BA, Communication Studies 2008

Most Recent Experience: Portland Community College

Instructor, Communication Studies (Adjunct)

Applicant Flow: Article 3.64 Appointment

12. Faculty Appointment- Saikat Chakrabarti

Instructor, Computer Information Systems

Business, Computer Technology and Real Estate Division, Sylvania Campus

Annual Salary: \$53,965 Step: 3

Effective: September 1, 2015

Education: University of Kentucky, Lexington PhD, Computer 2002

Science

Bengal Engineering and Science BE, Electrical 1999

University Engineering

Most Recent Experience: Intel Corp.

Security Researcher

Applicant Flow:

Gender Ethnicity

11 Male7 Female11 White (not of Hispanic Origin)2 Black or African American

5 Not Disclosed 4 Asian

1 Two or More Selections

5 Not Disclosed

23 Total

13. Faculty Appointment (Temporary) – Rocco Charamella

Instructor, Computer Applications and Office Systems

Arts and Professions Division, Cascade Campus

Annual Salary: \$53,965 Step: 3

Effective: August 21, 2015 to June 20, 2016

Education: Oregon State University BS, Business Administration 1982

Most Recent Experience: Portland Community College

Instructor, Computer Application Systems

Applicant Flow: Article 3.64 Appointment

14. Faculty Appointment - Lee Collins

Instructor, Physics

Math, Sciences and CTE Division, Southeast Campus

Annual Salary: \$52,140 Step: 2

Effective: September 1, 2015

Education: Oregon State University MS, Ocean, Earth, and 2013

Atmospheric Sciences

Oregon State University BS, Computational Physics 2011

Most Recent Experience: Portland Community College

Instructor, Physics (Adjunct)

Applicant Flow:

Gender Ethnicity

95 Male17 Female65 White (not of Hispanic Origin)3 Black or African American

12 Not Disclosed 27 Asian

9 Hispanic/Latino20 Not Disclosed

124 Total

15. Faculty Appointment (Temporary) – Levi Eckhardt

Instructor, Emergency Medical Services

Allied Health, Emergency and Legal Services Division, Cascade Campus

Annual Salary: \$52,140 Step: 2

Effective: August 21, 2015 to June 20, 2016

Education: Eastern Oregon University BS, Fire Service 2004

Administration

Portland Community College AAS, Fire Science 2000

Most Recent Experience: Portland Community College

Instructor, Emergency Medical Services (Adjunct)

Applicant Flow: Article 3.64 Appointment

16. <u>Faculty Appointment (Temporary)</u>— **Sammuel Erickson**

Instructor, Developmental Education – Reading

Liberal Arts and Pre-College Division, Southeast Campus

Annual Salary: \$59,831 Step: 6

Effective: August 21, 2015 to June 20, 2016

Education: Kansas State University MA, English 2000

Kansas State University BA, English Literature 1998

Most Recent Experience: Portland Community College

Instructor, Developmental Education – Reading (Temporary)

Applicant Flow: Article 3.64 Appointment

17. Faculty Appointment- Michael Faber

Instructor, Gerontology

Science and Engineering Division, Sylvania Campus

Annual Salary: \$53,965 Step: 3

Effective: September 1, 2015

Education: Marguette University MA, Sociology 1989

Madonna University BS, Gerontology 1987 Grand Rapids Community College AA 1985

Most Recent Experience: Grand Rapids Community College

Associate Director, Older Learner Center

Applicant Flow:

Gender Ethnicity

5 Male 15 White (not of Hispanic Origin)

17 Female 2 Asian

1 Not Disclosed 2 Hispanic/Latino

4 Not Disclosed

23 Total

18. Faculty Appointment - Erik Fauske

Instructor, Multimedia

Arts and Professions Division, Cascade Campus

Annual Salary: \$55,854 Step: 4

Effective: September 1, 2015

Education: Academy of Art MFA, Motion Pictures 2010

and Television

University of Buffalo BA, Media Arts 1997

Most Recent Experience: Portland Community College

Video and Multi-Media Specialist

Applicant Flow:

Gender Ethnicity

21 Male 17 White (not of Hispanic Origin)

5 Female 1 Asian

3 Not Disclosed 1 Hispanic/Latino

1 American Indian or Alaska Native

3 Two or More Selections

6 Not Disclosed

29 Total

19. Faculty Appointment- Teela Foxworth

Instructor, Communication Studies

Liberal Arts and Pre-College Division, Southeast Campus

Annual Salary: \$53,965 Step: 3

Effective: September 1, 2015

Education: Oregon State University MA, Communication 2008

Oregon State University BS, Communication 2006

and Business

Most Recent Experience: Highline College

Instructor, Communications

Applicant Flow:

Gender Ethnicity

50 Male 70 White (not of Hispanic Origin) 48 Female 6 Black or African American

9 Not Disclosed 3 Asian

6 Hispanic/Latino

1 American Indian or Alaska Native

5 Two or More Selections

16 Not Disclosed

107 Total

20. Faculty Appointment (Temporary) – Debra Galba-Machuca

Instructor, Biology

Mathematics, Sciences and Career Technical Education Division, Southeast Campus

Annual Salary: \$64,093 Step: 8

Effective: August 21, 2015 to June 20, 2016

Education: Excelsior College BS, Biology 2004

Palmer College of Chiropractic ZDCH, Chiropractic 1986

Medicine

Most Recent Experience: Portland Community College

Instructor, Biology

Applicant Flow: Article 3.64 Appointment

21. Faculty Appointment (Temporary) - Sarah Gaskins

Instructor, Music

Arts and Professions Division, Cascade Campus

Annual Salary: \$50,374 Step: 1

Effective: August 21, 2015 to June 20, 2016

Education: Florida State University DMA, Music Composition 2011

Florida State University MM, Music Composition 2008 Furman University BM, Music Theory 2006

Most Recent Experience: Portland Community College

Instructor, Music (Adjunct)

Applicant Flow: Article 3.64 Appointment

22. Faculty Appointment– Marc Goodman

Instructor, Computer Information Systems

Business, Computer Technology and Real Estate Division, Sylvania Campus

Annual Salary: \$55.854 Step: 4

Effective: September 1, 2015

Education: Brandeis University Ph.D, Computer 1995

Science

Brandeis University MA, Computer 1992

Science

Georgia Institute of Technology BS, Information and 1984

Computer Science

Most Recent Experience: Portland Community College

Instructor, Computer Information Systems (Adjunct)

Applicant Flow:

Gender Ethnicity

11 Male7 Female11 White (not of Hispanic Origin)2 Black or African American

5 Not Disclosed 4 Asian

1 Two or More Selections

5 Not Disclosed

23 Total

23. Faculty Appointment- Sasha Grenier

Instructor, Health

Science and Engineering Division, Sylvania Campus

Annual Salary: \$52,140 Step: 2

Effective: September 1, 2015

Education: Florida International University MPH, Health 2011

Promotion and Disease Prevention

Swarthmore College BA, Sociology and 2008

Anthropology

Most Recent Experience: Management Sciences for Health

Senior Technical Officer

Applicant Flow:

Gender Ethnicity

MaleWhite (not of Hispanic Origin)FemaleBlack or African American

2 Asian

6 Hispanic/Latino2 Not Disclosed

38 Total

24. Faculty Appointment - Sherie Guess

Instructor, Computer Applications Systems/Office Systems

Business, Computer Technology and Real Estate Division, Sylvania Campus

Annual Salary: \$53,965 Step: 3

Effective: September 1, 2015

Education: Portland State University MS, Professional and 2002

Technical Writing

Portland State University BS, Business 2000

Administration

Most Recent Experience: Portland Community College

Instructor, Computer Applications and Office Systems (Adjunct)

Applicant Flow:

Gender Ethnicity

16 Male14 Female22 White (not of Hispanic Origin)3 Black or African American

2 Not Disclosed 2 Asian

2 Hispanic/Latino

3 Not Disclosed

32 Total

25. Faculty Appointment (Temporary) – Homayoun Louie

Instructor, Dental Laboratory Technology

Health Professions, Early Childhood Education and Physical Education Division,

Sylvania Campus

Annual Salary: \$57,808 Step: 5

Effective: August 21, 2015 to June 20, 2016

Education: Portland State University BS, Social Science/Health 2012

Shasta College AA, Biology

Most Recent Experience: Portland Community College

Instructor, Dental Laboratory Technology (Temporary)

Applicant Flow: Article 3.64 Appointment

26. Faculty Appointment (Temporary) – Joseph Huddleston

Instructor, Machine Technology

Mathematics and Industrial Technology Division, Sylvania Campus

Annual Salary: \$59,831 Step: 6

Effective: August 21, 2015 to June 20, 2016

Education: Oregon Institute of Technology MS, Manufacturing 2007

Engineering Technology

1980

Oregon Institute of Technology BS, Manufacturing 1997

Engineer

Portland Community College AAS, Machine 1989

Manufacturing Technology

Most Recent Experience: Portland Community College

Instructor, Machine Technology (Adjunct)

Applicant Flow: Article 3.64 Appointment

27. Faculty Appointment (Temporary) - Sarah Im

Instructor, Ophthalmic Medical Technology

Allied Health, Emergency and Legal Services Division, Cascade Campus

Annual Salary: \$50,374 Step: 1
Effective: August 21, 2015 to August 20, 2016

Education: Portland Community College AAS, Ophthalmic 2012

Medical Technology

Portland Community College AA, General Studies 2012

Most Recent Experience: Portland Community College

Instructor, Ophthalmic Medical Technology (Adjunct)

Applicant Flow: Article 3.64 Appointment

28. Faculty Appointment- Kathleen Janicki

Instructor, Business Administration

Arts and Professions Division, Cascade Campus

Annual Salary: \$53,965 Step: 3

Effective: September 1, 2015

Education: Marylhurst University MBA, Business Administration 2005

Purdue University BS, Management and Accounting 1978

Most Recent Experience: Portland Community College

Instructor, Business (Adjunct)

Applicant Flow:

Gender Ethnicity

41 Male
17 Female
39 White (not of Hispanic Origin)
5 Black or African American

6 Not Disclosed 6 Asian

5 Hispanic/Latino

1 American Indian or Alaska Native

1 Two or More Selections

7 Not Disclosed

64 Total

29. Faculty Appointment- Peter Kazarinoff

Instructor, Civil and Mechanical Engineering Technology Science and Engineering Division, Sylvania Campus

Annual Salary: \$52,140 Step: 2

Effective: September 1, 2015

Education: University of Washington PhD, Materials Science and 2012

Engineering

Cornell University BA, Chemistry 2001

Most Recent Experience: North Seattle College

Managing Director, SHINE (Seattle's Hub for Industry-driven

Nanotechnology Education)

Applicant Flow:

Gender Ethnicity

48 Male
12 Female
34 White (not of Hispanic Origin)
1 Black or African American

3 Not Disclosed 16 Asian

1 Hispanic/Latino

3 Two or More Selections

8 Not Disclosed

63 Total

30. Faculty Appointment (Temporary) - Kendon Kraska

Instructor, Social Science

Liberal Arts and Pre-College Division, Southeast Campus

Annual Salary: \$53,965 Step: 3

Effective: August 21, 2015 to June 20, 2016

Education: Western Michigan University MA, Disability Studies 2005

University of West Georgia MA, Psychology 1993 Bowling Green State University BS, Liberal Studies 1989 Most Recent Experience: Portland Community College

Instructor, Social Science (Temporary)

Applicant Flow: Article 3.64 Appointment

31. Faculty Appointment (Temporary) - Michelle Ktejik

Instructor, Sign Language Interpretation

English and World Languages Division, Sylvania Campus

Annual Salary: \$53,965 Step: 3

Effective: August 21, 2015 to June 20, 2016

Education: Gallaudet University MA, Linguistics 2009

Gallaudet University MA, Interpretation 2009 University of Wisconsin BA, Linguistics 2004

Most Recent Experience: Portland Community College

Instructor, English/World Language (Adjunct)

Applicant Flow: Article 3.64 Appointment

32. Faculty Appointment – Jay Kuykendall

Instructor, Automotive Service Technology

Math and Industrial Technology Division, Sylvania Campus

Annual Salary: \$53,965 Step: 3

Effective: September 1, 2015

Education: Universal Technical Institute AOS 1992

Most Recent Experience: The Automotive Training Group, Inc.

Instructor, Automotive

Applicant Flow:

Gender Ethnicity

9 Male 6 White (not of Hispanic Origin)

1 Asian

2 Hispanic/Latino

9 Total

33. Faculty Appointment – Jeff Lacks

Instructor, Mathematics

Math and Industrial Technology Division, Sylvania Campus

Annual Salary: \$55,854 Step: 4

Effective: September 1, 2015

Education: University of Oregon MS, Mathematics 1998

University of Texas at Austin BS, Mathematics 1993

Most Recent Experience: Portland Community College

Instructor, Mathematics (Temporary)

Applicant Flow:

Gender Ethnicity

60 Male 50 White (not of Hispanic Origin) 28 Female 4 Black or African American

7 Not Disclosed 20 Asian

7 Hispanic/Latino

1 American Indian or Alaska Native

1 Two or More Selections

12 Not Disclosed

95 Total

34. Faculty Appointment (Temporary) - Scott Lowrey

Instructor, Adult Basic Education/GED

Business, Applied Technology and College Prep Division, Rock Creek Campus

Annual Salary: \$55,854 Step: 4

Effective: August 21, 2015 to June 20, 2020

Education: University of Phoenix MA, Education 2012

University of Southern California MA, Electrical 1988

Engineering

University of Southern California BS, Electrical 1981

Engineering

Most Recent Experience: Portland Community College

Instructor, High School Equivalency (ABE/GED)

Applicant Flow: Article 3.64 Appointment

35. Faculty Appointment - Enrique Maldonado

Instructor, Trades and Industry

Arts and Professions Division, Cascade Campus

Annual Salary: \$53,965 Step: 3

Effective: September 1, 2015

Education: Clatsop Community College AGS, General Studies 1984

Most Recent Experience: Portland State University

Controls Electrician/HVAC Technician

Applicant Flow:

Gender Ethnicity

9 Male9 White (not of Hispanic Origin)3 Female1 Black or African American

1 Not Disclosed 1 Hispanic/Latino

1 American Indian or Alaska Native

1 Not Disclosed

13 Total

36. <u>Faculty Appointment (Temporary Job Share)</u>— <u>Jennifer Margolis</u>

Counselor

Academic and Student Affairs

Annual Salary: \$50,374 @ .5 FTE Step: 1

Effective: August 21, 2015 to August 20, 2016

Education: Alliant International University PhD, Clinical 1987

Psychology

University of California, Las Angeles BA, Psychology 1984

Most Recent Experience: Portland Community College

Counselor (Adjunct)

Applicant Flow: Article 3.64 Appointment

37. Faculty Appointment (Temporary) - Angelia Martorana

Instructor, Graphic Design

Visual and Performing Arts and Design Division, Sylvania Campus

Annual Salary: \$53,965 Step: 3

Effective: August 21, 2015 to June 20, 2016

Education: Portland Community College AAS, Graphic Design 2001

University of Southern Maine AA, Arts and Sciences 1990

Most Recent Experience: Portland Community College

Instructor, Graphic Design (Adjunct)

Applicant Flow: Article 3.64 Appointment

38. Faculty Appointment (Temporary) - Patrick McMurray

Instructor, Dental Technology

Health Professions, Early Childhood Education and Physical Education Division, Sylvania Campus

Annual Salary: \$55,854 Step: 4

Effective: August 21, 2015 to June 20, 2016

Education: Portland Community College AAS, Dental Technology 1981

Most Recent Experience: Portland Community College

Instructor, Dental Technology (Temporary)

Applicant Flow: Article 3.64 Appointment

39. Faculty Appointment (Temporary) – Sasha Miljevich

Instructor, Art

Arts and Professions Division, Cascade Campus

Annual Salary: \$52,140 Step: 2

Effective: August 21, 2015 to June 20, 2016

Education: ArtEZ Institute of the Arts MFA, Fine Arts 2009

Portland State University BA, Drawing and Painting 2006

Most Recent Experience: Portland Community College

Instructor, Art (Adjunct)

Applicant Flow: Article 3.64 Appointment

40. Faculty Appointment (Temporary) - Jodi Naas

Instructor, Composition/Literature

English and World Languages Division, Sylvania Campus

Annual Salary: \$53,965 Step: 3

Effective: August 21, 2015 to June 20, 2016

Education: San Francisco State University MA, Composition and 2003

Rhetoric

Pomona College BA, Literature 1990

Most Recent Experience: Portland Community College

Instructor, Writing (Adjunct)

Applicant Flow: Article 3.64 Appointment

41. Faculty Appointment (Temporary) - Felesia Otis

Instructor, Alcohol and Drug Program

Allied Health, Emergency and Legal Services Division, Cascade Campus

Annual Salary: \$53,965 Step: 3
Effective: August 21, 2015 to August 20, 2016

Education: Concordia University BS, Social Work 2004

Portland Community College AA, Alcohol and Drug 1991

Most Recent Experience: Portland Community College

Instructor, Alcohol and Drug Program (Adjunct)

Applicant Flow: Article 3.64 Appointment

42. Faculty Appointment - Sonya Redmond

Instructor, Mathematics

Math, Aviation and Industrial Technology Division, Rock Creek Campus

Annual Salary: \$52,140 Step: 2

Effective: September 1, 2015

Education: Portland State University MS, Mathematics 2008

Portland State University BS, Mathematics 2006

Most Recent Experience: Portland Community College

Instructor, Mathematics (Adjunct)

Applicant Flow:

Gender Ethnicity

60 Male 50 White (not of Hispanic Origin) 28 Female 4 Black or African American

7 Not Disclosed 20 Asian

7 Hispanic/Latino

1 American Indian or Alaska Native

1 Two or More Selections

12 Not Disclosed

95 Total

43. Faculty Appointment (Temporary Job Share) - Bret Rickman

Instructor, Mathematics

Mathematics and Industrial Technology Division, Sylvania Campus

Annual Salary: \$52,140 @ .50 FTE Step: 2

Effective: August 21, 2015 to June 20, 2016

Education: Portland State University MS, Mathematics 2014

Lesley University MED, Education 2010 Concordia University BA, Secondary Education 2005

ITT Technical Institute AS, Electrical Engineering

Technology

Most Recent Experience: Portland Community College

Instructor, Mathematics (Adjunct)

Applicant Flow: Article 3.64 Appointment

44. Faculty Appointment- Julie Romey

Instructor, Computer Applications Systems/Office Systems Math, Sciences and CTE Division, Southeast Campus

Annual Salary: \$57,808 Step: 5

Effective: September 1, 2015

Education: University of Florida MEd, Curriculum and 2007

Instruction

Pacific Lutheran University BA, Computer Science 1993

Most Recent Experience: Portland Community College

Instructor, Computer Applications Systems/Office Systems

(Temporary)

Applicant Flow:

Gender Ethnicity

16 Male14 Female22 White (not of Hispanic Origin)3 Black or African American

2 Not Disclosed 2 Asian

2 Hispanic/Latino3 Not Disclosed

32 Total

45. Faculty Appointment- Petra Sairanen

Instructor, Art

Communications and Humanities Division, Rock Creek Campus

Annual Salary: \$53,965 Step: 3

Effective: September 1, 2015

Education: Boston University MFA, Painting 2003

University of New Hampshire BFA, Painting 1995

Most Recent Experience: Portland Community College

Instructor, Art (Adjunct)

Applicant Flow:

Gender Ethnicity

96 Male 135 White (not of Hispanic Origin)
92 Female 1 Black or African American

20 Not Disclosed 11 Asian

12 Hispanic/Latino

1 Native Hawaiian or Other Pacific Islander

1 Two or More Selections

47 Not Disclosed

208 Total

46. Faculty Appointment (Temporary) – Mohamad Salti

Instructor, Biology

Mathematics and Science Division, Cascade Campus

Annual Salary: \$57,808 Step: 5

Effective: August 21, 2015 to June 20, 2016

Education: University of Damascus MD, Medicine 1988

Most Recent Experience: Portland Community College

Instructor, Anatomy and Physiology (Adjunct)

Applicant Flow: Article 3.64 Appointment

47. Faculty Appointment (Temporary) - Tracey Scherban

Instructor, Chemistry

Science and Engineering Division, Sylvania Campus

Annual Salary: \$289.67 per day Step: 2 Effective: August 21, 2015 to March 20, 2016

Education: Columbia University PhD, Materials Science and 1991

Earth

Columbia University MPH, Mining Metallurgy and 1990

Mineral

Columbia University MS, Solid State Science and 1988

Engineer

Reed College BA, Chemistry 1983

Most Recent Experience: Portland Community College

Instructor, Chemistry (Adjunct)

Applicant Flow: Article 3.64 Appointment

48. Faculty Appointment- Tatiana Simonova

Instructor, Art

Visual and Performing Arts and Design Division, Sylvania Campus

Annual Salary: \$50,374 Step: 1

Effective: September 1, 2015

Education: Pratt Institute MFA, Printmaking and 2007

Drawing

San Francisco State University BA, Printmaking and 2004

Drawing

Most Recent Experience: SUNY Purchase College, School of Art and Design

Visiting Assistant Professor, Printmaking Department

Applicant Flow:

Gender Ethnicity

96 Male
92 Female
135 White (not of Hispanic Origin)
1 Black or African American

20 Not Disclosed 11 Asian

12 Hispanic/Latino

1 Native Hawaiian or Other Pacific Islander

1 Two or More Selections

47 Not Disclosed

208 Total

49. Faculty Appointment (Temporary Job Share) – Rachel Stone

Instructor, Psychology

Social Science and Health Division, Rock Creek Campus

Annual Salary: \$55,854 @ .5 FTE Step: 4

Effective: August 21, 2015 to June 20, 2016

Education: Portland State University MS, Education 2006

Counseling

Portland State University BS, Psychology 2002

Most Recent Experience: Portland Community College

Instructor, Psychology (Temporary Job Share)

Applicant Flow: Article 3.64 Appointment

50. Faculty Appointment - Greta Swanson

Instructor, Mathematics

Mathematics and Science Division, Cascade Campus

Annual Salary: \$55,854 Step: 4

Effective: September 1, 2015

Education: Portland State University MS, Mathematics 2010

University of Oregon BS, Mathematics, Chemistry 2006

Most Recent Experience: Portland Community College

Instructor, Developmental Mathematics (Temporary)

Applicant Flow:

Gender Ethnicity

60 Male
28 Female
50 White (not of Hispanic Origin)
4 Black or African American

7 Not Disclosed 20 Asian

7 Hispanic/Latino

1 American Indian or Alaska Native

1 Two or More Selections

12 Not Disclosed

95 Total

51. Faculty Appointment (Temporary Job share) – Steven Taylor

Instructor, Paralegal

Allied Health, Emergency and Legal Services Division, Cascade Campus

Annual Salary: \$71,062 @ .50 FTE Step: 11

Effective: August 21, 2015 to June 20, 2016

Education: Lewis and Clark College JD, Law 1981

University of Portland BA, Liberal Arts/English 1978

Most Recent Experience: Portland Community College

Instructor, Paralegal (Adjunct)

51. Faculty Appointment (Temporary Job share) - Catherine Thomas

Instructor, English for Speakers of Other Languages

Liberal Arts and Pre-College Division, Southeast Campus

Annual Salary: \$55,854 @ .50 FTE Step: 4

Effective: August 21, 2015 to June 20, 2016

Education: Portland State University MA, TESOL 2007

Portland State University BA, Applied Linguistics 2001

Most Recent Experience: Portland Community College

Instructor, English for Speakers of Other Languages (Adjunct)

Applicant Flow: Article 3.64 Appointment

52. Faculty Appointment (Temporary) - Shawn Trail

Instructor, Music

Arts and Professions Division, Cascade Campus

Annual Salary: \$53,965 Step: 3

Effective: August 21, 2015 to June 20, 2016

Education: Purchase College Conservatory MM, Music 2008

of Music

Bellarmine University BA, Music Technology 2002

Most Recent Experience: Portland Community College

Instructor, Music (Adjunct)

Applicant Flow: Article 3.64 Appointment

53. Faculty Appointment- Jonathan Williams

Instructor, Diesel Service Technology

Math, Aviation and Industrial Technology Division, Rock Creek Campus

Annual Salary: \$53,965 Step: 3

Effective: September 1, 2015

Most Recent Experience: Cowlitz County

Fleet Operations Foreman

Applicant Flow:

Gender Ethnicity

13 Male 10 White (not of Hispanic Origin)

1 Hispanic/Latino

1 Two or More Selections

1 Not Disclosed

13 Total

54. Faculty Appointment- Stacie Williams

Instructor, Communication Studies

Communications and Humanities Division, Rock Creek Campus

Annual Salary: \$53,965 Step: 3

Effective: September 1, 2015

Education: Portland State University MS, Communication Studies 2010

Portland State University BA, Communication Studies 2005

Most Recent Experience: Clark College

Instructor, Communication Studies

Applicant Flow:

Gender Ethnicity

50 Male 70 White (not of Hispanic Origin) 48 Female 6 Black or African American

9 Not Disclosed 3 Asian

6 Hispanic/Latino

American Indian or Alaska Native

5 Two or More Selections
16 Not Disclosed
107 Total

55. Faculty Appointment (Temporary) – Antonio Yorba

Instructor, Auto Body Repair

Math, Aviation and Industrial Technology Division, Rock Creek Campus

Annual Salary: \$53,965 Step: 3

Effective: August 21, 2015 to June 20, 2016

Most Recent Experience: National Coatings and Supplies

Store Manager

Applicant Flow: Article 3.64 Appointment

56. Faculty Appointment (Temporary) - George Zamzow

Instructor, Composition and Literature

Communications and Humanities Division, Rock Creek Campus

Annual Salary: \$52,140 Step: 2

Effective: August 21, 2015 to June 20, 2015

Education: Florida State University MFA, Creative Writing 2009

Florida State University BA, Creative Writing 2005

Most Recent Experience: Portland Community College

Instructor, Writing (Adjunct)

Applicant Flow: Article 3.64 Appointment

ETHNIC AND GENDER DESCRIPTION OF STAFF PROPOSED TO BE HIRED IN September 17, 2015 PERSONNEL REPORT

Male Female	27 30 57
White (not of Hispanic Origin) Black or African American Asian Hispanic/Latino	45 3 4 5

<u>16-022</u> <u>COMMENDATION OF RETIRING EMPLOYEE – </u>

JO LYNN DOW

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Jo Lynn Dow has performed faithfully in her duties as a

Financial Aid Tech II, OSS 7, and Student Resource Specialist for Portland Community College since April 8, 1997. She retires

effective August 31, 2015.

RECOMMENDATION: That the Board commend her for her service to Portland

Community College and wish her well in her retirement years.

<u>16-023</u> <u>COMMENDATION OF RETIRING EMPLOYEE – </u>

LESLIE HACKETT

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Leslie Hackett has performed faithfully in her duties as a

Coordinator/Student Systems Support for Portland Community

College since September 6, 2000. She retires effective

September 30, 2015.

RECOMMENDATION: That the Board commend her for her service to Portland

Community College and wish her well in her retirement years.

<u>16-024</u> <u>COMMENDATION OF RETIRING EMPLOYEE – </u>

JERRY KISSICK

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Jerry Kissick has performed faithfully in his duties as an

Instructor/Mathematics for Portland Community College since

August 21, 1997. He retires effective August 31, 2015.

RECOMMENDATION: That the Board commend him for his service to Portland

Community College and wish him well in his retirement years.

<u>16-025</u> <u>COMMENDATION OF RETIRING EMPLOYEE – </u>

PHILLIP MONTAGUE

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Phillip Montague has performed faithfully in his duties as a Part-

time Transit Service Operator for Portland Community College since November 14, 2012. He retires effective September 11,

2015.

RECOMMENDATION: That the Board commend him for his service to Portland

Community College and wish him well in his retirement years.

<u>16-026</u> <u>COMMENDATION OF RETIRING EMPLOYEE –</u>

TERRY SHERMAN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Terry Sherman has performed faithfully in his duties as an

Instructional Support Technician IV for Portland Community College since March 2, 2009. He retires effective September 11,

2015.

RECOMMENDATION: That the Board commend him for his service to Portland

Community College and wish him well in his retirement years.

August 20, 2015

<u>16-027</u> <u>COMMENDATION OF RETIRING EMPLOYEE –</u>

SHARON VANDEHEY

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Sharon Vandehey has performed faithfully in her duties as a

Payroll Specialist for Portland Community College since May

30, 2001. She retires effective August 28, 2015.

RECOMMENDATION: That the Board commend her for her service to Portland

Community College and wish her well in her retirement years.

<u>16-028</u> <u>APPROVAL FOR JAMES LANGSTRAAT AS VICE</u>

PRESIDENT – FINANCE AND ADMINISTRATION

PREPARED BY: Lisa Bledsoe, Associate Vice President, Human Resources

APPROVED BY: Sylvia Kelley, Interim President

REPORT: The College has conducted a national search to fill the

position of Vice President of Finance and Administration. Mr. Langstraat has exhibited outstanding talents in financial and administrative leadership and has been interviewed extensively throughout the application process by various

groups within the PCC community.

Mr. Langstraat holds a Master's in Business Administration from the University of Iowa and a Bachelor of Arts, with a major in Accounting, from Central College, and is currently employed as Associate Vice President of Finance at

Portland Community College.

Mr. Langstraat has previously held positions as Chief Financial Officer for North Clackamas School District, Executive Director of Administrative Services/Board

Treasurer for Waterloo Community School District, Director

of Finance-Board Secretary/Treasurer for Norwalk
Community School District, Manager of Accounting for
Cedar Rapids Community School District, Senior Auditor for
the state of Iowa and as a staff accountant with Nolte,

Cornman and Johnson, C.P.A.

RECOMMENDATION:

That the Board of Directors approve the appointment of Mr. Langstraat as Vice President of Finance and Administration effective September 21, 2015. That the Board authorize the Administration to execute an employment contract with Mr. Langstraat with the following terms: the contract shall be for two years (terminating on June 30, 2017), with a base salary of \$147,200 to be adjusted for FY16 by the same increase as that applied to all other Executive Officers; an automobile allowance of \$5,055 annually; general expense allowance of \$2,500 annually.

Mr. Langstraat shall be entitled to other benefits available to other Executive Officers and College Administrative staff as approved by the Board.

<u>16-029</u> <u>AUTHORIZE AN INCREASE TO EXISTING</u>

APPLICATION SUBSCRIPTION PROGRAM

AGREEMENT WITH TOUCHNET INFORMATION

SYSTEMS FOR E-COMMERCE

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

FINANCIAL

RESPONSIBILITY: Jim Langstraat, Associate Vice President, Financial

Services

APPROVED BY: Jim Langstraat, Vice President, Finance and

Administration

Sylvia Kelley, Interim President

REPORT: On December 8, 2011 (BA 12-066), the Board of

Directors approved a five year contract for \$925,000 with TouchNet Information Systems for the implementation of an electronic marketplace that included electronic billing, payment, and payment plan services for PCC students.

Since that time, the College has expanded its e-

commerce suite to include electronic marketplaces for approximately 20 programs and added a mobile payment system for temporary use by student clubs and College

activities.

As a result, an additional \$300,000 is needed to continue

electronic payment services. This additional cost exceeds the 25% of the approved total, which requires

the Board of Directors approval.

RECOMMENDATION: That the Board of Directors approve additional funding to

continue contracting with TouchNet Information Systems for an additional \$300,000, for a revised contract total of \$1,225,000. The College's contract is valid through December 8, 2016. Funding will be from the General

Fund.

<u>16-030</u> <u>AUTHORIZE AN INCREASE TO FORTIS</u>

CONSTRUCTION'S CONTRACT TO PROVIDE

CONSTRUCTION MANAGER/GENERAL

CONTRACTOR (CM/GC) SERVICES FOR ROCK

CREEK CAMPUS 2008 BOND PROGRAM

PREPARED BY: Avelina Gulmatico, Procurement Coordinator, Bond

Program

FINANCIAL

RESPONSIBILITY: Linda Degman, Director, Bond Program

APPROVED BY: Sylvia Kelley, Interim President

REPORT: On July 14, 2011 (BA 12-012), the Board of Directors

adopted findings and approved an exemption to

authorize the use of the CM/GC alternative contracting

method for the Rock Creek Campus.

On December 8, 2011 (BA 12, 065), the Board of Directors awarded the construction Manager/General Contractor contract to Fortis Construction. Thereafter, additional resolutions were approved (BA 12-065, 12-110, 12-121, 13-008, 13-065, 14-016, 14-070, 14-116, 14-134, 15-131 and 15-144) to include additional scope and Guaranteed Maximum Prices (GMP) for Fortis's contract. To date the Board of Directors approved a contract total of \$45,264,264 and this total include GMPs for the following projects: Building 7 partial demolition and addition, Building 2 CTE renovations, VOIP and generator projects, Central Distribution relocation, storm water detention pond improvements, Building 1 reconfiguration and renovation, Building 5 demolition and construction, Building 2 renovations, Building 2 & 3 seismic upgrade, and completion of Egress Road Project.

The Bond Program, together with Facilities Management Services Department (FMS), is requesting authorization to include a GMP for the completion of Building 7 chiller replacement project with a GMP of \$1,031,040. This work is integral to the addition of Building 7 that was completed in Spring 2014. Due to the aging chillers and the addition to the building it has been difficult to provide

adequate comfort for our students and staff during this heating season. The FMS Department does not have current expertise or staff to act as general contractor for this scope of work that will require integration of multiple types of equipment (chiller, pumps/piping, and electrical controls), coordination of work and procurement, as well as quality control in a very tight time frame for completion. The desire was to complete by end of December, 2015. After careful consideration, the staff determined it will be in the best interest of the College to have Fortis Construction perform all services necessary for the full completion of this project, as part of their CM/GC contract for the Rock Creek Campus 2008 Bond Program. This scope consists of demolition and removal of existing chillers/water pumps; furnish and installation new chillers and water pumps; demolition and patching interior and exterior walls; painting, and replacing flooring materials. This work will also include integration, scheduling, coordination and construction management for full completion of the Building 7 re-roof project. Roofing will be done by Snyder Roofing (BA 15-127). The total GMP of \$1,031,040 (includes an owner contingency of \$93,731) is funded by FMS Department.

RECOMMENDATION: That the Board of Directors authorize Fortis Construction to continue working on the RC Campus contract for an additional cost of \$1,031,040 and the revised CM/GC contract total for the Rock Creek Campus 2008 bond program is \$46,295,304. Funding for \$1,031,040 will be from FMS 2000 fund and remaining funds covered by 2008 Bond Fund.

<u>16-031</u> <u>ADOPT PORTLAND COMMUNITY COLLEGE BOARD OF</u>

DIRECTORS 2015-2016 GOALS

PREPARED BY: Jeannie Moton, Assistant, Board of Directors

APPROVED BY: Deanna Palm, Chair, Board of Directors

REPORT: On August 21, 2015 the PCC Board of Directors met for a

Goal Setting Retreat to establish priorities and goals for

2015-2016.

Board members considered the themes of the Strategic Plan

when establishing these goals.

RECOMMENDATION: That the Board of Directors approve the 2015-2016 Board

Goals as presented in Exhibit A



PCC Board of Directors

2015-2016 Goals

Board members recognized during discussion that several goals from previous goal-settings are not time-specific but are, rather "legacy priorities" that will apply, with a degree of contemporary variation, in any year. Other priorities and goals were identified that are specific to the 2015-2016 planning cycles.

Legacy Goals

- Monitor the college's budget to proactively respond to changes in funding.
- Prioritize the college's commitment to equity by creating a nationally renowned culture for diversity, equity and inclusion.
- Lead the development of a fundraising strategy to advance important initiatives, e.g.
 Future Connect; collaborate with PCC Foundation efforts.
- Be actively involved in governmental affairs and advocacy; monitor statewide restructuring efforts in HECC and OWEB.
- Cultivate and maintain clear and consistent communication between Board of Directors and President.
- Drive student success.

Board Priorities

- Hire PCC's 6th President.
- Prioritize implementation endeavors for the PCC Strategic Plan.
- Adopt strategies for promoting a culture of diversity, equity and inclusion in a context which values student access, encourages timely completion and achieves student success.
- Adopt College Master Plan, including developing a PCC Center in Columbia County.
- Continue to implement the use of technology to advance academic, administrative and student services support.
- Prepare for the 2018 Bond Measure.
- Engage in Board development.
- Support the President in strengthening college internal communication.

<u>16-032</u> <u>APPROVE CHARTERS OF THE BOARD OF</u>

DIRECTORS AUDIT COMMITTEE AND INTERNAL

AUDITOR

PREPARED BY: Traci Fordham, Chief of Staff

Sylvia Kelley, Interim President

APPROVED BY: Deanna Palm, Chair, Board of Directors

Gene Pitts, Vice Chair, Board of Directors

REPORT: In 2010 the PCC Board of Directors established an Audit

Committee in response to external trends and private entities. This was approved by Resolution 10-065, with technical corrections being made to the charter May 20,

2010 with Resolution 10-099.

The Board of Directors has made recommendations for revisions to the Audit Committee Charter (Exhibit B). Along with the Audit Charter Committee, a charter for the function of the Internal Auditor is being submitted for

approval.

Exhibit B is the proposed Charter for the Board of Directors Audit Committee and Internal Auditor of the Portland Community College Board of Directors as discussed by the Board, most recently at the August 21,

2015 Work Session.

RECOMMENDATION: That the Board of Directors approve revisions to the

Charters of the Board of Directors Audit Committee and

Internal Auditor as described in Exhibit B.



Charters of the Board of Directors Audit Committee and Internal Auditor

I. Board of Directors Audit Committee

A. Purpose

The Audit Committee of the Board of Directors of Portland Community College is established by resolution to assist the Board in fulfilling its oversight responsibilities relating to:

- Integrity of the College financial records including the financial statements:
- Retaining the independent (external) auditor and assuring qualifications and independence;
- Ensuring the independence and performance effectiveness of the external and internal audit functions;
- Sufficiency of the system of disclosures and internal controls regarding finance, accounting, legal compliance and ethics as established in Board policy; and
- Operation performance of the College, particularly with regard to the business risks for the College and the sufficiency of the College's risk mitigation programs.

B. Organization

The Audit Committee is a committee created by the Board of Directors as a whole.

C. Policy

- The Audit Committee is comprised of four members. Two members are members of the Board of Directors. Two members are citizens residing in the College District.
- 2. The term of membership is four years.
- 3. Members may serve two consecutive terms.
- 4. Committee members from the PCC Board will be designated by the Board through resolution.
- 5. One of the Board members on the committee shall be designated as Audit Committee Chair and the other shall be designated as Audit Committee Vice Chair by Board resolution.

- 6. The pool of candidates for consideration as College District committee members is comprised of responses to a public "request for participation" prepared by the Board, and of nominations made by Board members. The Audit Committee will review and evaluate candidates from those recommendations, and select a number of well-qualified candidates for interview. Interviews shall be conducted by the Audit Committee Chair, Vice Chair, any existing College District committee members and up to two additional Board members. Following the interviews, the interviewers shall meet to agree upon which candidate(s) will be recommended to the Board for consideration. The selection of the College District committee member(s) shall be at the pleasure of the Board.
- 7. In the event a citizen member cannot serve the entire term, the process outlined in C.6 shall be used to select a replacement.
- 8. If permitted by the qualifications and experience of members of the PCC Board of Directors who might serve on this committee, three of the four committee members must have financial management expertise sufficient to fulfill their responsibilities, as determined by the PCC Board as a whole.
- 9. The College President will be an ex-officio member of the committee, in order to ensure effective staff support for the committee's efforts.

D. Procedure

- 1. The Audit Committee will meet at least twice annually:
 - To hear and comment on the annual audit plan(s) as proposed by staff and the external and internal auditor. At this meeting, the Committee may provide recommendations as to particular areas of focus for the upcoming audit activity. Both College staff (as designated by the College President) and the external audit firm's partner-level audit principal will attend.
 - To hear and comment on the draft annual audit report as prepared by the external audit firm prior to its submission to the College Board of Directors. To also hear and comment on the annual internal audit report prepared by the internal auditor prior to its submission to the College Board of Directors.
- 2. The Audit Committee will report on its meetings at the next regular meeting of the Board as a whole.

- 3. The Committee may consider an additional meeting to review and comment on the College's proposed Consolidated Annual Financial Report (CAFR).
- 4. The committee may call special meetings with the concurrence of three of the four committee members.

E. Authority

- The Audit Committee is an advisory committee to the Board of Directors and has no independent authority not granted to it by resolution of the Board of Directors.
- 2. As a committee of the Board, the Audit Committee does not possess management control authority over College staff, nor does it have supervisory authority over the external or internal audit functions.
- 3. The agenda for the Board Audit Committee meetings is set by the Chair of the Committee with input from the College Board and President.

F. Specific Responsibilities

The committee shall:

- Review external and internal audit plans and results and make recommendations to the Board prior to their submission to the Board as a whole.
- Report to the Board its findings and opinions regarding the College response to the internal and external audit results.
- Review specific areas of future external audit focus for consideration, and recommend specific areas of future internal and external audit focus for consideration by the College President and Board of Directors.

G. Sunset

The Audit Committee may be dissolved by resolution of the Board as a whole.

II. Internal Auditor

A. Purpose

The Internal Auditor's ("the auditor") role is to support the mission and values of Portland Community College by providing objective, independent, and assurance services that will augment the organization's operations and programs. The auditor helps to ensure that the institution's resources, assets, and program operations are systematically evaluated and risks are appropriately defined and rigorously managed. In carrying out their duties and responsibilities, the auditor shall have full, free, and unrestricted access to all College records, property, and personnel except where such access may be limited or barred by federal or state law, or the provisions of a relevant collective bargaining

agreement. No private agreement between PCC and a third party shall be used to limit the applicability of this section.

B. Objectives

- 1. Establish an ongoing, independent capability to review all College operations, including affiliated organizations where appropriate, to:
 - a. Ensure compliance with statutes, regulations, and policies;
 - b. Review reliability and integrity of financial data, operating information, and the means used to identify, measure, classify and report it;
 - c. Make value-added recommendations for improvements regarding economy, quality, continuous improvement, and effectiveness;
 - d. Assess opportunities for improving management control, economic effectiveness, and the organization's image; and
 - e. Perform appropriate follow-up procedures and assess the effectiveness of actions taken.
- 2. Establish an ongoing, collaborative risk assessment process managed by the auditor, and includes the College President and campus presidents.
 - a. The auditor will facilitate conversations and exercises in a multi-layered risk assessment approach, initiating with the College President, campus presidents and senior management, then secondarily with line management and personnel in the identification of potential risks.
 - b. The auditor will report on significant legislative or regulatory issues impacting the organization.
 - c. The adequacy of internal controls supporting operations will be evaluated.
 - d. Identify operations with significant operating exposure to a campus and/or the overall College where appropriate internal controls are not evident; these will be defined as potential high risk.
 - e. Potential high risk exposures at the institution will be communicated and discussed with the College President and Board of Directors.
 - f. Consideration will be given by the President and/or Board for further evaluation of the risk exposure as part of a more detailed internal audit analysis.
 - g. Risk assessment outcomes will be utilized in development of a prioritized annual internal audit work plan based

- on recognized levels of risk exposure and possible resulting liabilities.
- h. Audit outcomes will include recommendations for consideration by the College President and/or the Board to strengthen internal controls through a change in operational and/or financial practices, documented policies, guidelines, etc.
- 3. Serve as in-house management consultants to the Board and College President, who may request assistance from the auditor on an asneeded basis to review special issues, including strategic plan initiatives, and/or conduct such audits on the campuses and in the District Offices as may be requested.
- 4. Suggest to the College President plans for the audit function for the forthcoming year and the rationale for such audits. With the concurrence of the College President, submit the annual audit plan to the College President for presentation to the Audit Committee for review and ultimate approval.
 - a. Implement the annual audit plan as approved, including special requests by the College President.
 - b. Issue periodic reports to the College President and to the Board summarizing the results of the audits.
 - c. Immediately report to the College President any significant findings that would jeopardize the College's legal standing or represent a significant immediate risk.
 - d. Coordinate with and provide oversight of other controls and monitoring functions related to risk management, compliance, security, ethics, and environmental issues.

C. Policy

- 1. The auditor shall serve as in-house management consultants to the College. The College President or the campus presidents may request assistance from the auditor on an as-needed basis to review special issues, including strategic plan initiatives, and/or conduct such audits on the campuses and in the District Offices as may be requested.
- 2. The auditor will have no direct responsibility or authority for any of the activities or operations under review. An internal audit does not relieve other persons in the College of the responsibilities assigned to them.
- 3. The auditor is not authorized to:

- a. Perform any operational duties for the organization.
- b. Initiate or approve accounting transactions external to their role.
- c. Hire or engage external entities in the process of audit functions without the express written permission of the College President.
- 4. The College President, in consultation with the Board of Directors Audit Committee, shall review and approve requests for assistance to conduct special reviews and investigations.
- 5. The auditor shall follow the College's *Internal Audit Procedures*, when assisting the Audit Committee, College President, and campus presidents in conducting investigations.
- 6. The auditor's cost shall be funded through the College's biennial budget process.
- 7. The scope of work of the auditor shall encompass all College operations, including affiliated organizations where appropriate, with the exception of academic instruction by the faculty.

D. Reporting Responsibilities

- 1. The results of audit engagements, the conclusions formed, and the recommendations made will be promptly reported by the auditor to the appropriate administrative personnel. Management is responsible for seeing that necessary and appropriate corrective action on any reported deficient conditions is either planned or taken within a reasonable period of time after receipt of a report disclosing those conditions. Management will include a written response in the formal audit report indicating the actions to be taken to correct the deficiencies noted. The response should include a timetable for anticipated completion of any action to be taken and a justification for any recommendations that will not be addressed.
- 2. Draft audit reports are internal working documents and as such are the basis for college staff to clarify audit findings. Audit reports are to include an executive summary, as well as a measure of the seriousness of the findings and associated risks.
- 3. The auditor will submit an annual report to the College President, to the Chair of the Audit Committee, and to the College Board of Directors that summarizes the internal auditing activities of the previous year. All completed reviews, special projects, and investigations conducted by the auditor shall be made available to the Audit Committee of the Board of Directors and College President; these will also be made available to the campus presidents for issues applicable to their campus.



Board of Directors Goals

Board members recognized during discussion that several goals from previous goal-setting are not time-specific but are "legacy priorities" that will apply, with a degree of contemporary variation, in any year. Other priorities and goals were identified that are specific to the 2014-2015 and 2015-2016 planning cycles.

Legacy Goals

- Monitor the College's budget to proactively respond to changes in funding.
- Prioritize the College's commitment to equity.
- Lead the development of a fundraising strategy to advance important initiatives e.g.
 Future Connect; collaborate with PCC Foundation efforts.
- Be actively involved in governmental affairs and advocacy; and monitor statewide restructuring efforts in HEC and OWEB.

Strategic Priorities and Goals 2014-2015 / 2015-2016

- Approve a PCC Strategic Plan and prioritize implementation endeavors.
- Identify and implement a completion strategy with an emphasis on advising, that results in an increased rate of completion by 2016, and is on track to rank among the highest nationally within five years.
- Adopt a strategy that achieves increased K-12 enrollment and dual credit across districts and student populations.
- Cultivate and maintain clear and consistent communication between Board of Directors and President.
- Adopt a strategy to expand use of technology in academic, administrative and student services support.

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