



Board of Directors **Meeting Agenda**

December 10, 2015

#thinkPCCfirst

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

BUSINESS SESSION
December 10, 2015
Sylvania Campus, Rooms 238/239
12000 SW 49th Avenue, Portland, OR 97280
AGENDA

- | | | |
|---------|--|-------------|
| 2:00 PM | Work Session | CC 238/239 |
| | <ul style="list-style-type: none">• Foundation Update—Marion Levitan, Ann Prater and Rob Wagner• Mission and Core Themes—Chris Chairsell | |
| 3:45 PM | Break | |
| 4:00 PM | Work Session | |
| | <ul style="list-style-type: none">• SW Corridor Update—Linda Degman, Lisa Avery, Meghan Moyer and Denise Frisbee• Budget, Tuition, and Fees—Jim Langstraat• Auxiliary Services—Jim Langstraat and Sylvia Kelley• HECC Strategic Plan—Sylvia Kelley and Sandra Fowler-Hill• OPC/OCCA—Denise Frisbee and Sylvia Kelley | |
| 5:30 PM | Board Dinner | Oak and Elm |
| 6:30 PM | Executive Session | CC 242 |
| | In accordance with ORS 192.660 (2), (a) Employment of a Public Official, (e) Real Property Transactions, (f) Information Exempt from Public Disclosure (Attorney-Client Privilege), (h) Litigation | |
| 7:30 PM | Call to Order | CC 238/239 |
| | <ul style="list-style-type: none">• Introductions• Approval of Minutes – November 19, 2015• Approval of Agenda | |
| 7:35 PM | Information Sessions | |
| | <ul style="list-style-type: none">• Sustainability Update — Briar Schoon, Keith Gregory, Sandra Fowler-Hill (15 minutes)• Budget, Tuition, and Fees Report—Jim Langstraat (20 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Consent Agenda: (All items will be approved by consent agenda unless an item is withdrawn by request of a member of the Board.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>
16-048	Approval of Personnel Actions	096
	Administrative Appointments:	
	Tony Ichsan, Facilities Director, Finance and Administration	
	Abdul Majidi, Interim Workforce Development Program Director, Office of the College Vice President (Temporary)	
	Kristen Mozian, CLIMB Program Manager, Marketing, Office of the College Vice President	
	Rebecca Olson, Interim Content Manager, College Advancement (Temporary)	
	Faculty Appointment	
	Jennifer Peters, Instructor, Landscape Technology, Business, Applied Technology and College Prep Division, Rock Creek Campus	
	<u>BIDS/CONTRACTS</u>	
16-049	Accept Proposal/Award Contract for Specialty Contractor Services for District Wide Electronic Security Project to Aronson Security Group	099
16-050	Authorization to Utilize a National Cooperative Contract for Acquisition of Dell Computers and Other Technology Equipment and Software	102
	<u>BOARD</u>	
16-051	Authorize Partial Rollback of Tuition Rate for Credit Program Courses for the 2016-17 Academic Year	103

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 **Reports** (5 minutes each)

- Faculty and Academic Professionals
- Classified
- Students
- Board Members
- President

9:00 PM **Adjournment**

The Board of Directors meetings are held in accordance with open meeting laws and accessibility requirements. If a person with a disability needs assistance in order to attend or participate in a meeting, please notify the Board of Director's Office at least 48 hours in advance by calling (971) 722-4365 or by email at boardresolutions@pcc.edu. 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

November 19, 2015
Willow Creek Center, Rooms 103/104
241 SW Edgeway Drive, Beaverton, OR 97006

MINUTES

BOARD ATTENDANCE

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

WORK SESSION

Board members met and discussed the Mission and Core Themes, Health Professions Center, PSU Tax Levy, and the SW Corridor.

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), (h) Litigation

CALL TO ORDER

Chair Palm called the business meeting to order at 7:51 pm and invited all present to introduce themselves.

APPROVAL OF THE MINUTES

The October 29, 2015 meetings minutes were approved as published. Pitts/Sonnleitner

APPROVAL OF THE AGENDA

The agenda was approved as published. Pitts/Thorne-Ladd

INFORMATION SESSIONS

Willow Creek Center Update

Marc Goldberg, Associate Vice President, Workforce Development and Community Education; Ken Dodge, Director, Workforce Development;

College Data Reporting/Dashboard

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

Strategic Planning

Don Rushmer, NXT Consulting and Leslie Riester, Director, Special Projects

Presidential Search Update
Gene Pitts and Kali Thorne-Ladd

PUBLIC COMMENT ON AGENDA ITEMS

Topic: Ratification of Contract
Michael Cannarella
Jeff Grider

BUSINESS MEETING

Chair Palm proposed approval of Resolutions 16-036 through 16-047. The motion passed unanimously. Pitts/Harper

PUBLIC COMMENT ON NON AGENDA ITEMS

Topic: College Mission
Sylvia Gray
Marlene Eid
Kathleen Doss

REPORTS

AP and Faculty Federation: Frank Goulard
Classified: Jean Garside
ASPCC: Tony Vezina
Board Members: Jim Harper,
President: Sylvia Kelley

ADJOURNMENT

There being no further business, the meeting adjourned at 9:37 pm.

NEXT MEETING

The next business meeting of the Portland Community College Board of Directors will be held on December 10, 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 December 10, 2015.

December 4, 2015

16-048

APPROVAL OF PERSONNEL ACTIONS

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. Administrative Appointment– Tony Ichsan

Facilities Director

Finance and Administration

Annual Salary: \$112,000

Grade: O

December 21, 2015

Education: California State University

BS, Health Science

Most Recent Experience: Sonoma County Junior College
Dean, Facilities Planning and Operations

Applicant Flow:

Gender

Ethnicity

99 Male

86 White (not of Hispanic Origin)

10 Female

6 Black or African American

4 Not Disclosed

3 Asian

4 Hispanic/Latino

4 American Indian or Alaska Native

1 Two or More Selections

9 Not Disclosed

113

113 Total

2. Administrative Appointment (Temporary)- Abdul Majidi

Interim Workforce Development Program Director

Office of the College Vice President

Annual Salary: \$86,579

Grade: M

Effective: August 21, 2015 to February 20, 2016

Education: Washington State University

BS, International

1999

Business

Oregon State University

BA, Psychology and

2011

Spanish

Most Recent Experience: Portland Community College
Workforce Development Manager

Applicant Flow: Direct Appointment

3. Administrative Appointment– Kristen Mozian

CLIMB Program Manager, Marketing
Office of the College Vice President

Annual Salary: \$64,032

Grade: I

December 1, 2015

Education: Messiah College

BA, Finance

2010

Most Recent Experience: Portland Community College
Acting Marketing Manager, CLIMB Center for Advancement

Applicant Flow:

Gender

Ethnicity

6 Male

8 White (not of Hispanic Origin)

6 Female

3 Asian

2 Not Disclosed

1 Hispanic/Latino

2 Not Disclosed

14

14 Total

4. Administrative Appointment (Temporary)–Rebecca Olson

Interim Content Manager
College Advancement

Annual Salary: \$53,914

Grade: I

Effective: November 9, 2015 to July 20, 2017

Education: Oregon State University

MFA, Creative Writing

2011

University of Wisconsin

BA, English

2008

Most Recent Experience: Portland Community College
Marketing Specialist

Applicant Flow: Direct Appointment

5. Faculty Appointment–Jennifer Peters

Instructor, Landscape Technology

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

Annual Salary: \$58,675

Step: 5

Effective: December 1, 2015

Education: Purdue University

MA, Medical

Chemistry

University of Wyoming

BS, Chemistry

Portland Community College

AAS, Landscape

Technology

Most Recent Experience: Portland Community College
Instructional Support Technician IV

Applicant Flow:

Gender

Ethnicity

15 Male

25 White (not of Hispanic Origin)

16 Female

1 Asian

1 Not Disclosed

1 Hispanic/Latino

1 American Indian or Alaska Native

32

4	Not Disclosed
32	Total

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN December 4, 2015 PERSONNEL REPORT**

Male	2
Female	3
Not Disclosed	0
	<u>6</u>

White (not of Hispanic Origin)	5
Black or African American	0
Asian	0
Hispanic/Latino	0
American Indian/Alaskan Native	0
Native Hawaiian/Pacific Islander	0
Two or More Selections	0
Not Disclosed	0
	<u>5</u>

December 10, 2015

16-049

ACCEPT PROPOSAL/AWARD CONTRACT FOR
SPECIALTY CONTRACTOR SERVICES FOR DISTRICT
WIDE ELECTRONIC SECURITY PROJECT TO ARONSON
SECURITY GROUP

PREPARED BY: Avelina Gulmatico, Procurement Coordinator, Bond Program

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

APPROVED BY: Jim Langstraat, Vice President, Finance and Administration
Sylvia Kelley, Interim College President

REPORT: As part of the original 2008 Bond Program planning and budgeting an initiative for safety and security was included. It was anticipated that the college would need to upgrade and install video cameras, access control on doors, and mass notification throughout the district. Some of this work has been accomplished as we have been working on specific projects on various campuses. We also completed a full access control upgrade at Cascade Campus as a pilot project before moving forward with completing the other campuses and centers. The access control upgrades will allow Public Safety, in the event of an incident, to push a button and lock all exterior doors on the campuses.

We are ready to move forward with implementing the full roll out of these safety measures and would like to hire one contractor to complete this work. This will allow consistency throughout the project and integration into the existing devices already installed. Due to the nature of the work it was decided to put out a Request for Proposal (RFP) to hire a contractor to provide services specializing in electronic security implementation. The scope of work includes retrofitting existing doors, which may require new or modified hardware; furnish equipment; installation of new devices and programming a variety of electronic security devices located in 24 buildings at Rock Creek Campus, Southeast Campus, Sylvania Campus and Portland Metropolitan Workforce Center. The successful proposer must be skilled in

selecting equipment, providing installation, testing of electronic security devices and integration of those devices into College's existing systems. In addition, the successful proposer must be knowledgeable, experienced and certified to work on the following systems currently used by the College such as Milestone Corporate Video Management software to access and manage security cameras; AMAG Enterprise for managing electronic door hardware; Digital Monitoring Products for intrusion detection; and Panduit for physical infrastructure equipment. The contract will exceed the \$150,000 threshold, which requires a formal solicitation process.

On September 25, 2015, the Request for Proposal (RFP) was issued and advertised on the Daily Journal of Commerce with RFP document posted and accessible on the College Solicitation website. There were 32 vendors registered, which included 10 plan centers and 3 MWESB firms, who received a copy of the RFP. The mandatory pre-proposal meeting was attended by representatives from nine (9) registered vendors. On November 5, 2015 at 11:00 A.M., the College received four (4) proposals. These proposals were evaluated and scored by the Committee members on these criteria: price, value of business of business model contractor is proposing to PCC, background and experience, and social responsibility. The committee selected three (3) highest scored written proposals and sent an invitation for the oral interview process. The contract award is given to a proposer with highest total evaluation score. After careful review and combining both written proposal and oral interview scores, the final result is as follows:

Proposer	Written (Proposal) Score	Oral Interview Score	Total Evaluation Score
Aronson Security Group	466	163	629
Azimuth Communications	462	124	586
Convergint Technologies	435	135	570
Christenson Electric	429		

Note: No M/W/ESB firm submitted a proposal.

The total contract amount for this project is \$2,540,370 includes the base price of \$2,116,974; Allowance #1, cost of \$105,849. This allowance #1 is for repair or replacement of doors, frames and/or door hardware, as needed, on existing doors in order to prepare doors to integrate electronic hardware successfully; Allowance #2, cost of \$105,849. This allowance #2 is intended for shift differential for after-hours work, as needed, to accommodate owner's need to occupy buildings; and an amount of \$211,698 (10% of base price) for contractor's contingency cost.

RECOMMENDATION: That the Board of Directors accept the proposal and award the contract to Aronson Security Group to provide specialty contractor services for the Districtwide Electronic Security Project. The total contract amount is \$2,540,370, with the terms and conditions valid through September 30, 2016. Funding will be from the 2008 Bond fund.

December 10, 2015

16-050

AUTHORIZATION TO UTILIZE A NATIONAL
COOPERATIVE CONTRACT FOR ACQUISITION OF
DELL COMPUTERS AND OTHER TECHNOLOGY
EQUIPMENT AND SOFTWARE

PREPARED BY: Layla Otey, Buyer, Technology Solution Services

FINANCIAL
RESPONSIBILITY: Jackie Barretta, Interim CIO, Technology Solution Services

APPROVED BY: Jim Langstraat, Vice President, Finance and Administration
Sylvia Kelley, Interim President

REPORT: The College has a need to purchase computers, servers, monitors, storage devices, peripherals and software for classrooms, labs, data center, and faculty and staff. The estimated annual cost is \$1.8 million covered by the General Fund, Grant Funds and the Technology Fund.

The College will utilize a cooperative contract with the National Cooperative Purchasing Alliance with Dell Computers, reference #01-42. The College Procurement Rules (CCR 205) allow the use of cooperative contracts without going through an additional competitive process. The request for the resolution is for five years from fiscal year 16 to fiscal year 20.

RECOMMENDATION: That the Board of Directors authorizes the use of the NCPA cooperative contract for the acquisition of Dell computers, software and other technology related equipment for five years. The estimated annual expenditures are expected to be \$1.8 million dollars from the General Fund, Grant Funds and the Technology Fund.

December 10, 2015

16-051

AUTHORIZE PARTIALROLLBACK OF TUITION RATE
FOR CREDIT PROGRAM COURSES FOR THE 2016-17
ACADEMIC YEAR

PREPARED BY: Jim Langstraat, Vice President, Finance and Administration

FINANCIAL
RESPONSIBILITY: Jim Langstraat, Vice President, Finance and Administration

APPROVED BY: Sylvia Kelley, Interim President

REPORT: On February 19, 2015, the Board of Directors adopted resolution-setting tuition rates for the 2015-16 and 2016-17 academic years (2015-17 biennium). For the 2016-17 academic year the approved rate increase was \$3.00 per credit hour for resident and border state residents and \$5.00 per credit hour for non-resident (including international students) effective summer term 2016.

Tuition rates established for the 2015-16 academic year are \$96.00 per credit hour for resident and border state resident students and \$224 for non-resident (including international) students).

In subsequent discussions regarding the tuition rates and the budget development process, the Board of Directors expressed an interest in rolling back tuition in the 2016-17 academic year if additional funding became available.

Additional funding has become available as the State allocation to the Community College Support Fund (CCSF) has increased to \$542 million while the adopted budget was built on a CCSF funding level of \$519 million.

Sufficient funds have been retained through the completion of the collective bargaining process to rollback tuition \$2.00 from the previously approved amounts.

RECOMMENDATION: That the following tuition rates for credit courses become effective for the 2016-17 academic year:

Resident and Border State Resident

Oregon residents and residents of states bordering Oregon (Washington, Idaho, Nevada and California), who are under the age of 62, will be charged \$97.00 per credit hour effective Summer Term, 2016.

Non-Resident

Persons not residing in Oregon or bordering states (including all international students) will be charged \$227.00 per credit hour effective summer term, 2016.

Students who are 62 years and older

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

Board of Directors Goals 2015-2016

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 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.

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