



Board of Directors **Meeting Agenda**

January 21, 2016

#thinkPCCfirst

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

BUSINESS SESSION
January 21, 2016
Sylvania Campus, Rooms 238/239
12000 SW 49th Avenue, Portland, OR 97280
AGENDA

- | | | |
|---------|---|-------------|
| 4:15 PM | Work Session | CC 238/239 |
| | <ul style="list-style-type: none">• Whiteness History Month• Mission and Core Themes• Tuition Resolution Considerations | |
| 5:00 PM | Board Dinner with Foundation Board of Directors | Oak/Elm/Fir |
| 6:00 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 – December 10, 2015• Approval of Agenda | |
| 7:35 PM | Recognitions | |
| | Government Finance Officers Association — Jim Langstraat | |
| 7:40 PM | Information Sessions | |
| | <ul style="list-style-type: none">• Sylvania Campus Update — Dr. Lisa Avery (10 minutes)• Dashboard Update — Dr. Chris Chairsell and Laura Massey (15 minutes)• Mission and Core Themes — Dr. Chris Chairsell and Laura Massey (5 minutes)• Tuition Considerations — Jim Langstraat (5 minutes)• Presidential Search Update—Gene Pitts and Kali Thorne-Ladd (5 minutes) | |
| 8:25 PM | Public Comment on Agenda Items (A sign-up sheet is on a table at the entrance of the meeting room.) | |
| 8:35 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Consent Agenda: (All items will be approved by consent agenda unless an item is withdrawn by request of a member of the Board.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>
16-053	Approval of Personnel Actions--January 21, 2016 Academic Professional Appointments: Bryan Bales, Veteran Resource Center Specialist, Office of the Dean of Student Development, Cascade Campus Robert Kellett, Active Transportation Coordinator, Finance and Administration (Temporary) Ezequiel Lopez, Academic Advising Specialist, Office of the Dean of Student Development, Rock Creek Campus (Temporary) Sherry Hanchett, Admissions Specialist, Allied Health, Emergency and Legal Services, Cascade Campus (Temporary) Useni Makano, Learning Skills Specialist, Office of the Dean of Student Development, Rock Creek Campus (Temporary) Administrative Appointments: Patrick Iglehart, Media Services Supervisor, Administrative Services Jack Lussier, Grounds Manager, Finance and Administration Sarah Tillery, Division Dean, Social Sciences, Office of the Dean of Instruction, Sylvania Campus Retirees	108
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16-063	Apply to the State Board of Education for Approval of the Less than One-Year Certificate in Residential Plans Examination for Portland Community College	123
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16-065	Salary Adjustment for Non-Bargaining Unit Community Education Instructors.....	125
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Non-Consent Agenda: (Vote will be by poll of the Board of Directors.)

16-067	Adopt Revisions to Portland Community College Mission Statement and Related Core Themes	127
16-068	Authorize Partial Rollback of Tuition Rate for Credit Program Courses for the 2016-17 Academic Year	129

8:45 PM **Public Comment on Non-Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)

8:55 PM **Reports** (5 minutes each)

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

9:20 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

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

MINUTES

BOARD ATTENDANCE

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

WORK SESSION

Board members met and discussed the PCC Foundation, Mission and Core Themes, SW Corridor, Budget Update, Auxiliary Services, HECC, OPC and OCCA.

EXECUTIVE SESSION

The Board of Directors met in accordance with ORS 192.660 (2), in accordance with ORS 192.660 (2), (a) Employment of a Public Official, (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 7:31pm and invited all present to introduce themselves.

APPROVAL OF THE MINUTES

The November 19, 2015 meetings minutes were approved as published. Pitts/Sonnleitner

APPROVAL OF THE AGENDA

The agenda was approved as published. Harper/Pitts

INFORMATION SESSIONS

Sustainability Update
Briar Schoon, Keith Gregory, Dr. Sandra Fowler-Hill

Budget, Tuition and Fees Report
Jim Langstraat

PUBLIC COMMENT ON AGENDA ITEMS

Topic: Tuition
Jeff Grider
Maureen Travers
Michael Cannarella

Fatmah Worfeley
Alyssa Pinter
Alex Bell-Johnson
Sam Resnick
Charles Johnson
Tara Prevo
Gabrielle Kornahrens
Jaqlyne Slaughter
Keith Haxton
Frank Goulard
Gaetan Nzowo
Red Hamilton
Caleb Leang Kwan Ho
Abdullah Al-Samani
Renee Carter
Ashleigh McKinney

College Mission:
Usha Ramanujam
Molly Walker
Takako Yamaguchi

BUSINESS MEETING

Motion to add Resolution 16-052 to the Consent Agenda. Madden/Pitts

Motion to remove Resolution 16-051. Thorne-Ladd/Sonnleitner

Chair Palm proposed approval of Resolutions 16-048 through 16-050 and 16-052.
Harper/Thorne-Ladd

PUBLIC COMMENT ON NON AGENDA ITEMS

Topic: Teacher and Shooter Drills
Simon Jaworsky

Topic: EAC
Michele Marden

REPORTS

AP and Faculty Federation: Frank Goulard
Classified: Jeff Grider
ASPCC: Tony Vezina
Board Members: Jim Harper
President: Sylvia Kelley

ADJOURNMENT

There being no further business, the meeting adjourned at 9:39 pm.

NEXT MEETING

The next business meeting of the Portland Community College Board of Directors will be held on January 21, 2016 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 January 21, 2016.

January 21, 2016

16-053

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. Academic Professional Appointment – Bryan Bales

Veteran Resource Center Specialist

Office of the Dean of Student Development, Cascade Campus

Annual Salary: \$43,263 @ .50 FTE Grade: 3 Step: 2

Effective: December 15, 2015

Education:	Warner Pacific College	MS, Management	2015
	Washington State University	BA, Social Science	2013
	Lower Columbia College	AA, General Studies	2011

Most Recent Experience: Washington Department of Veterans Vet Corps
Vet Corps SW Washington Regional Coordinator

Applicant Flow:

Gender

15 Male
12 Female

Ethnicity

15	White (not of Hispanic Origin)
3	Black or African American
1	Asian
5	Hispanic/Latino
1	American Indian or Alaska Native
1	Two or More Selections
1	Not Disclosed
27	Total

2. Academic Professional Appointment (Temporary)– Robert Kellett

Active Transportation Coordinator

Finance and Administration

Annual Salary: \$39,477 @ .50 FTE Grade: 1 Step: 3

Effective: January 6, 2016 to July 31, 2017

Education:	Portland State University	MS, Urban and Regional Planning	2010
	University of Pennsylvania	BA, History	1996

Most Recent Experience: SE Uplift Neighborhood Coalition
Neighborhood Planning Program Manager

Applicant Flow:

Gender

Ethnicity

11	Male	13	White (not of Hispanic Origin)
6	Female	1	Black or African American
1	Not Disclosed	1	Asian
		3	Not Disclosed
		18	Total

3. Academic Professional Appointment (Temporary)– Ezequiel Lopez

Academic Advising Specialist

Office of the Dean of Student Development, Rock Creek Campus

Annual Salary: \$41,802 Grade: 3 Step: 1

Effective: November 30, 2015 to June 30, 2016

Education:	Portland State University	BS, Psychology	2013
	Portland Community College	AS, Business	2013

Most Recent Experience: Portland Community College
Senior Student Accounts Specialist

Applicant Flow: Article 3.64 Appointment

4. Academic Professional Appointment (Temporary)– Sherry Hanchett

Admissions Specialist

Allied Health, Emergency and Legal Services, Cascade Campus

Annual Salary: \$48,245 Grade: 2 Step: 7

Effective: December 21, 2015 to December 20, 2016

Education:	Grand Canyon University	MPA, Public Administration	2012
		BS, Public Safety Administration	2011

Most Recent Experience: Portland Community College
AAS, Criminal Justice 2009
Instructional Administrative Assistant II

Applicant Flow: Article 3.64 Appointment

5. Academic Professional Appointment (Temporary)– Useni Makano

Learning Skills Specialist

Office of the Dean of Student Development, Rock Creek Campus

Annual Salary: \$41,802 Grade: 3 Step: 1

Effective: December 18, 2015 to September 15, 2016

Education:	Portland State University	BA, International Studies	2011
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Most Recent Experience: Portland Community College
Office Assistant II - International Education

Applicant Flow: Article 3.64 Appointment

6. Administrative Appointment– Patrick Iglehart

Media Services Supervisor

Administrative Services

Annual Salary: \$77,000 Grade: J

Effective: January 6, 2016

Education: Our Lady of the Lake University BA, Media/Communication Arts
 San Antonio College AA, Radio, Television and Film
 Most Recent Experience: Texas A&M University
 Media Manager

Applicant Flow:

Gender	Ethnicity
33 Male	30 White (not of Hispanic Origin)
3 Female	1 Asian
4 Not Disclosed	2 Hispanic/Latino
	1 American Indian or Alaska Native
	6 Not Disclosed
	<hr/> 40 Total

7. Administrative Appointment– Jack Lussier

Grounds Manager

Finance and Administration

Annual Salary: \$68,983 Grade: J

Effective: December 9, 2015

Most Recent Experience: Portland Community College
 Interim Grounds Manager

Applicant Flow:

Gender	Ethnicity
26 Male	25 White (not of Hispanic Origin)
4 Female	2 Hispanic/Latino
4 Not Disclosed	7 Not Disclosed
	<hr/> 34 Total

8. Administrative Appointment– Sarah Tillery

Division Dean, Social Sciences

Office of the Dean of Instruction, Sylvania Campus

Annual Salary: \$87,839 Grade: N

December 10, 2015

Education: University of Maryland	PhD, Women's Studies	2007
San Diego State University	MA, Women's Studies	2000
University of California	BA, Women's Studies	1997

Most Recent Experience: Portland Community College
 Interim Division Dean, Social Sciences – Sylvania Campus

Applicant Flow:

Gender	Ethnicity
32 Male	35 White (not of Hispanic Origin)
20 Female	5 Black or African American
3 Not Disclosed	3 Asian
	5 Hispanic/Latino
	1 Two or More Selections

	6	Not Disclosed
	<u>55</u>	Total

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN JANUARY 21, 2016 PERSONNEL REPORT**

Male	6
Female	<u>2</u>
	8

White (not of Hispanic Origin)	5
Black or African American	1
Hispanic/Latino	<u>2</u>
	8

January 21, 2016

16-054

COMMENDATION OF RETIRING EMPLOYEE –
NANCY CLOUD

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Nancy Cloud has performed faithfully in her duties as an OSS6 and Administrative Assistant for Portland Community College since April 27, 1992. She retires effective January 8, 2016.

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

January 21, 2016

16-055

COMMENDATION OF RETIRING EMPLOYEE –
KEITH GREGORY

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Keith Gregory has performed faithfully in his duties as a Manager/Maintenance & Grounds and Director/Facilities Management Services for Portland Community College since April 15, 2002. He retires effective December 31, 2015.

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

January 29, 2016

16-056

COMMENDATION OF RETIRING EMPLOYEE –
DORINDA GUSTAFSON

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Dorinda Gustafson has performed faithfully in her duties as an OSS 4, OSS 6, and IAA III for Portland Community College since October 18, 1993. She retires effective January 15, 2016.

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

January 21, 2016

16-057

COMMENDATION OF RETIRING EMPLOYEE –
CLIFFORD MORGAN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Clifford Morgan has performed faithfully in his duties as an Admissions Specialist for Portland Community College since February 10, 2003. He retires effective December 18, 2015.

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

January 21, 2016

16-058

COMMENDATION OF RETIRING EMPLOYEE –
GARY THOMPSON

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Gary Thompson has performed faithfully in his duties as a Custodian for Portland Community College since February 6, 2008. He retires effective January 1, 2016.

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

January 21, 2016

16-059

AUTHORIZE AN INCREASE TO OPSIS
ARCHITECTURE'S CONTRACT TO PROVIDE
ARCHITECTURAL 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: Jim Langstaart, Vice President, Finance and Administration
Sylvia Kelley, Interim President

REPORT: On October 15, 2009, BA 10-024, the Board of Directors awarded the architectural services contract for the Rock Creek Campus 2008 bond program to Opsis Architecture. Thereafter additional resolutions were approved (BA 10-058, 11-090, 12-072, 13-064 and 14-131) to include additional scope and costs. To date the Board of Directors approved a contract total of \$6,810,000 for services including campus master planning, initial scoping for all the proposed projects, land use planning, Bond TSS projects, Building 7 addition, Building 2 renovation, Building 5 addition, and Seismic Improvements for Building 2 and 3.

The Bond Program would like to include additional scope for the following projects and project change orders:
(1) RC 7 Egress (Second Campus Exist) – changes to the original scope, cost of \$218,952. Provide study of hazmat container relocation, cost of \$5,120. (2) Farm improvements consist of developing construction documents and specifications, cost of \$196,250. A change order refining the project scope, cost of \$11,175. Additional scope for type II review caretakers' residence cost of \$14,500. (3) Building 2 Seismic, change order for re-design of computer resource center cost of \$12,925; (4) Building 9 renovation consists of Fixture Furniture & Equipment design/review with a cost of \$28,200. Additional scope to include more offices and upgrade security hardware cost of \$53,964. (5) Building 7 include signage scope cost of \$6,620 and for LEED research and documentation, cost of \$16,271; (6) Building 5 South addition & campus entry plaza, additional scope to security upgrades cost of \$5,766. Include landscape

architectural services, cost of \$17,110; (7) Building 3 added scope for the following: kiln yard, new mechanical system, code compliance, security upgrade, signage and additional program scope cost of \$129,969; (8) additional change orders for various projects, cost of \$129,098.

Change orders are a normal part of the project work on a campus, especially when the work is spread out over 5 plus years. As we have gone through the projects in existing buildings there are unforeseen items that come up and issues that have to be addressed to achieve an improved outcome. As well, there are changes that will allow us to serve our students better.

RECOMMENDATION: That the Board of Directors authorize an increase on Opsis Architecture A/E Services contract for the Rock Creek Campus 2008 Bond Program, in the amount of \$845,920 with a revised contract total of \$7,655,920. Funds covered by the 2008 Bond Funds.

January 21, 2016

16-060

AUTHORIZE AN INCREASE TO FORTIS
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: Jim Langstraat, Vice President, Finance and Administration
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, 15-144, and 16-030) to include additional scope and Guaranteed Maximum Prices (GMP) for Fortis's contract. To date the Board of Directors approved a contract total of \$46,295,304 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 Building 7 chiller replacement (Department Funded project).

The Bond Program is ready to move forward with the Building 9 Renovation and Building 3 Renovation projects and would like to add them to Fortis Construction's existing contract. These are projects that have always been planned as part of the 2008 Bond Program. The

scope for Building 9 Renovation consists of two phases; Phase 1 is renovation of the old Bookstore space that has now been vacated because we relocated the Bookstore into new space in B5. Phase 2 consists of relocating departments on the first floor of B9 to better meet our students needs. The total GMP for the Building 9 renovation is \$1,392,287 plus an owner contingency of \$69,615 for a total of \$1,461,902; and, the scope for Building 3 Renovation consist of replacing rooftop air handlers, roof structure improvements, renovate kiln building, fire separation improvements, renovation of first floor (previously occupied by food services café, ASPCC programs, and other departments). The total GMP for this Building 3 renovation is \$3,634,298 plus an owner contingency of \$181,715 for a total of \$3,816,013.

RECOMMENDATION: That the Board of Directors authorize Fortis Construction to continue working on the RC Campus 2008 Bond Program, include the scopes and GMPs for Building 3 and Building 9 with a combined GMP total of \$5,277,915. The revised CM/GC contract total for the Rock Creek Campus 2008 bond program is \$51,573,219. Funding for these projects will be from the 2008 Bond Fund.

January 21, 2016

16-061

APPLY TO THE STATE BOARD OF EDUCATION FOR
APPROVAL OF THE LESS THAN ONE-YEAR
CERTIFICATE IN APPRENTICESHIP: PRE-TRADES
FOR PORTLAND COMMUNITY COLLEGE

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

FINANCIAL
RESPONSIBILITY: Dan Wenger, Division Dean, Arts and Professions

APPROVED BY: Dr. Christine Chairsell, Vice President, Academic and Student Affairs
Sylvia Kelley, Interim District President

REPORT: The proposed Less Than One-Year Career Pathway Certificate in Apprenticeship Pre-Trades is for individuals who want to join one of 40 Oregon Registered Apprenticeship programs. The 14-credit certificate prepares students to apply to the very competitive program. Students will research programs and complete self-reflections to determine the best program for them. They will complete basic courses in electricity, trades-specific math and trades exploration. This body of knowledge will prepare them for the application and subsequent interviews that lead to a coveted place in an apprenticeship program. All courses in the certificate apply to the larger apprenticeship certificates and AAS.

RECOMMENDATION: That the College be authorized to submit an application to the Oregon State Board of Education for the Less Than One-Year Certificate in Apprenticeship Pre-Trades for Portland Community College.

January 21, 2016

16-062

APPLY TO THE STATE BOARD OF EDUCATION FOR
APPROVAL OF THE LESS THAN ONE-YEAR
CERTIFICATE IN 1) CONSTRUCTION
APPRENTICESHIP TECHNOLOGIES: TRADE
WORKER, 2) ELECTRICAL APPRENTICESHIP
TECHNOLOGIES: TRADE WORKER AND 3)
INDUSTRIAL MECHANICS AND MAINTENANCE
APPRENTICESHIP TECHNOLOGIES: TRADE
WORKER FOR PORTLAND COMMUNITY COLLEGE

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

FINANCIAL
RESPONSIBILITY: Dan Wenger, Division Dean, Arts and Professions

APPROVED BY: Dr. Christine Chairsell, Vice President, Academic and Student Affairs
Sylvia Kelley, Interim President

REPORT: The proposed Less Than One-Year Career Pathway Certificates in Trade Worker Apprenticeship Technologies for construction, electrical, and industrial mechanics and maintenance trades are statewide career pathways certificates. The 26-credit certificates are the first of several stackable credentials on the path to an AAS degree in construction, electrical, and industrial mechanics and maintenance trades. These pathways provide a transfer and completion path for students in the apprenticeship programs at PCC. The certificate courses are the first credits students complete once upon admission to an apprenticeship program. Students choose their courses based upon advisor recommendation and career goals. All courses in the certificate apply to the larger apprenticeship certificates and AAS.

RECOMMENDATION: That the College be authorized to submit a applications to the Oregon State Board of Education for the Less Than One-Year Certificates in Construction, Electrical, and Industrial Mechanics and Maintenance Technologies: Trade Worker for Portland Community College.

January 21, 2016

16-063

APPLY TO THE STATE BOARD OF EDUCATION FOR
APPROVAL OF THE LESS THAN ONE-YEAR
CERTIFICATE IN RESIDENTIAL PLANS EXAMINATION
FOR PORTLAND COMMUNITY COLLEGE

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

FINANCIAL
RESPONSIBILITY: Gene Flores, Division Dean, Business, Visual and Performing Arts and Design

APPROVED BY: Dr. Christine Chairsell, Vice President, Academic and Student Affairs
Sylvia Kelley, Interim President

REPORT: The proposed Less Than One-Year Career Pathway Certificate in Residential Plans Examination is for individuals who want to be a licensed plans examiner. The 42-credit certificate covers the structural and residential codes as well as skills for examining plans for code compliance. Successful completion of this certificate provides preparation for the licensing exam required of all Plans Examiners and Building Inspectors. All courses in the certificate are embedded in the Building Inspection Technology AAS. The Architecture department will provide oversight of the AAS and Certificate. The certificate was suspended during the economic and real estate downturn because of limited need. The conditions have changed, however, and building officials in the region now have a need for trained building inspectors and plans examiners to fill a void in the industry and to manage the backlog of work.

RECOMMENDATION: That the College be authorized to submit an application to the Oregon State Board of Education for the Less Than One-Year Certificate in Residential Plans Examination for Portland Community College.

January 21, 2016

16-064

APPLY TO THE STATE BOARD OF EDUCATION FOR
APPROVAL OF THE LESS THAN ONE-YEAR
CERTIFICATE IN HEALTHCARE CAREERS FOR
PORTLAND COMMUNITY COLLEGE

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

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

APPROVED BY: Dr. Christine Chairsell, Vice President, Academic and Student Affairs
Sylvia Kelley, Interim President

REPORT: The proposed Less Than One-Year Certificate in Healthcare Careers is for individuals whose career goal is to find employment in the healthcare field. The purpose of the 14-credit certificate is to help students explore the choices within the healthcare industry and to prepare them for entry-level work. The certificate requires courses in first aid, CPR, medical terminology, electronic health records, health law, and ethics as well as a three-credit course exploring healthcare careers. At the completion of the certificate students will be well informed about specializations within the healthcare industry and better prepared for entry-level employment.

RECOMMENDATION: That the College be authorized to submit an application to the Oregon State Board of Education for the Less Than One-Year Certificate in Healthcare Careers for Portland Community College.

January 21, 2016

16-065

SALARY ADJUSTMENT FOR NON-BARGAINING
UNIT COMMUNITY EDUCATION INSTRUCTORS

PREPARED BY: Tonya Booker, Director, Community Education

FINANCIAL
RESPONSIBILITY: Tonya Booker, Director, Community Education

APPROVED BY: Marc Goldberg, Associate Vice President, Workforce
Development and Community Education
Sylvia Kelley, Interim President

REPORT: Community Education instructors are not part of the bargaining unit at Portland Community College. There are no step increases for Community Education instructors. The hourly rate can be an issue when trying to recruit and retain instructors. Requests for Community Education instructor pay increases are made after consideration of projected revenues and expenses and have not been as frequent as pay increases for other employee classifications at PCC. The CED rate was last adjusted by 2.4% for FY 2012-13; there has not been an adjustment since.

In order to be competitive in recruitment and hiring of non-bargaining unit instructors in Community Education (CED) programs, the base rate for instructors needs to be periodically adjusted. The cost will be covered by revenue generated by the Community Education program.

RECOMMENDATION: That the hourly base rate for Community Education Instructors be increased by 2.75%, from \$23.50 to \$24.15, and that Community Education programs are hereby authorized to increase pay rates of individual incumbent instructors by 2.75%.

January 21, 2016

16-066

ADJUSTMENTS TO COMPENSATION OF INTERIM
PRESIDENT

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

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

REPORT: This resolution adjusts Sylvia Kelley's Executive Vice President and Acting/Interim President base salaries to provide parity with other Executive salaries and to reflect the 2% individual and 2% structure adjustment approved for Executive employees of the College for FY 15-16.

RECOMMENDATION: That the Board of Directors approve the following adjustments:

That Ms. Kelley's Executive Vice President base salary be adjusted from \$154,000 to \$158,500 effective August 29, 2014;

That Ms. Kelley's base salary as Acting President be adjusted from \$170,000 to \$174,350 effective May 21, 2015 through July 15, 2015, with an additional 2% individual adjustment and a 2% structure adjustment applied for the period of June 21, 2015 through July 15, 2015; and

That Ms. Kelley's salary as Interim President be adjusted from \$185,000 to \$197,808 effective July 16, 2015 to reflect the change in her base salary and the 2% individual adjustment and 2% structure adjustment approved for Executive employees for FY 15-16.

All such adjustments to be applied in accordance with Human Resources practices.

January 21, 2016

16-067

ADOPT REVISIONS TO PORTLAND COMMUNITY
COLLEGE MISSION STATEMENT AND RELATED
CORE THEMES

PREPARED BY: Mona Smith, Executive Assistant, Academic and Student Affairs

FINANCIAL
RESPONSIBILITY: Dr. Christine Chairsell, Vice President, Academic and Student Affairs

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Portland Community College is beginning a new seven year accreditation cycle and part of this process includes a review of the college mission statement. This is an opportunity to confirm the existing mission or revise it if needed. During the months of October and November 2015, College stakeholders were invited to participate in a mission review process. A total of twenty-three meetings were convened for this review and approximately 365 people attended. Stakeholders were asked to review the current mission/core themes and provide feedback. A Spaces Page was then set up to note the feedback and proposed changes. Approximately 65 more people provided comments on this Spaces Page.

Current Mission: Portland Community College advances the region's long-term vitality by delivering accessible, quality education to support the academic, professional and personal development of the diverse students and communities we serve.

Current Core Themes: Access & Diversity; Economic Development & Sustainability; Quality Education; and Student Success

Revised Mission: Portland Community College supports student success by delivering access to quality education while advancing economic development and promoting sustainability in a collaborative culture of diversity, equity and inclusion.

Four Core Themes: Access and Student Success;
Economic Development and Sustainability; Quality
Education; Diversity, Equity and Inclusion.

RECOMMENDATION: That the Board of Directors adopt the revisions to the
Portland Community College Mission Statement and
related Core Themes.

January 21, 2016

16-068

AUTHORIZE PARTIAL ROLLBACK 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.