



Board of Directors **Meeting Agenda**

March 17, 2016

#thinkPCCfirst

Portland Community College Board of Directors

Vision

Building futures for our Students and Communities

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.

Core Themes

- Access and Student Success
- Economic Development and Sustainability
- Quality Education
- Diversity, Equity and Inclusion

Approved January 21, 2016

Who We Are

Portland Community College is a public, multi-campus, comprehensive community college serving the lifelong learning needs of our students. We offer college transfer programs; career and technical education programs; adult basic skills; opportunities to develop English as a second language; high school completion and dual credit; community and continuing education programs; and service-learning opportunities that foster the development of civic responsibility and engagement. Through extensive partnerships with business, industry, labor, educational institutions and the public sector, we provide training and learning opportunities for the local and state workforce and promote economic and community development.

We Value

- Effective teaching and student development programs that prepare students for their roles as citizens in a democratic society in a rapidly changing global economy
- An environment that is committed to diversity as well as the dignity and worth of the individual
- Leadership through innovation, continuous improvement, efficiency, and sustainability
- Leadership through the effective use of technology in learning and all College operations
- Being a responsible member of the communities we serve by actively participating in their development
- Quality, lifelong learning experiences that helps students to achieve their personal and professional goals
- Continuous professional and personal growth of our employees and students including an emphasis on fit and healthy lifestyles that decrease disease and disability
- Academic Freedom and Responsibility - creating a safe environment where competing beliefs and ideas can be openly discussed and debated
- Collaboration predicated upon a foundation of mutual trust and support
- An agile learning environment that is responsive to the changing educational needs of our students and the communities we serve – making students marketable for jobs in the future and promoting economic development
- The public's trust by effective and ethical use of public and private resources

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

BUSINESS SESSION
March 17, 2016
Sylvania Campus, Rooms 238/239
12000 SW 49th Avenue, Portland, OR 97280
AGENDA

- | | | |
|---------|---|--|
| 4:00 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 | |
| 5:15 PM | Work Session | CC 242 |
| | <ul style="list-style-type: none">• Whiteness History Month Program Update—Karin Edwards and WHM Committee (20 minutes)• Whiteness History Communications Update—Kate Chester and Derrick Foxworth (10 minutes)• AMRC/OMID—Adrian Allen, William Gerry and Marc Goldberg (15 minutes)• District Student Council—Tony Vezina (15 minutes)• Human Resources Update—Alisa Hampton (10 minutes) | |
| 6:30 PM | Board Dinner | Oak/Elm/Fir |
| 7:30 PM | Call to Order | CC 238/239 |
| | <ul style="list-style-type: none">• Introductions• Approval of Minutes – February 18, 2016• Approval of Agenda | |
| 7:35 PM | Recognitions | |
| | Classified Employee Recognition Week-Jeff Grider | |
| 7:45 PM | Information Sessions | |
| | <ul style="list-style-type: none">• AMRC/OMID—Adrian Allen, William Gerry and Marc Goldberg (15 minutes)• OCCA—Andrea Henderson (15 minutes)• ACCT Update—Jim Harper (5 minutes)• Presidential Search Update—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.) |
| 8:30 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.)

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	Academic Professional Appointments:	
	Larisa Felty, Career Specialist, Workforce, Economic and Community Development Division, Extended Learning Campus	
	Amy Hofrock, Career Specialist, Workforce, Economic and Community Development Division, Extended Learning Campus	
	Nicola Silverstone, Career Specialist, Workforce, Economic and Community Development Division, Extended Learning Campus	
	Frank Smith, Dual Credit Coordinator, Academic and Student Affairs	
	Administrative Appointments:	
	Angela Berdahl, Division Dean of Arts and English, Office of the Dean of Instruction, Rock Creek Campus	
	E. Marion Benton, Sylvania Campus Technology Manager, Finance and Administration	
	Rhianna Johnson, Director of Instructional Support Programs, Office of the Dean of Instruction, Cascade Campus	
	Retirees	
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8:35 PM **Public Comment on Non-Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)

8:40 PM **Reports** (5 minutes each)

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

9:05 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

February 18, 2016
CLIMB Center, Rooms 302/303
1626 SE Water Avenue, Portland, OR 97214

MINUTES

BOARD ATTENDANCE

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

CALL TO ORDER

Chair Palm called the business meeting to order at 8:30 am and invited all present to introduce themselves.

APPROVAL OF THE MINUTES

The December 10, 2015 meetings minutes were approved as published. Pitts/Harper

APPROVAL OF THE AGENDA

The agenda was approved as published. Pitts/Harper

INFORMATION SESSIONS

Comprehensive Annual Financial Report
Scott Muller

SW Corridor
Congressman Earl Blumenauer and Linda Degman

Presidential Search
Gene Pitts and Kali Thorne-Ladd

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS MEETING

Chair Palm proposed approval of Resolutions 16-069 through 16-085. Pitts/Sonnleitner

ADJOURNMENT

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

PLANNING SESSION

The Board of Directors met for a Planning Session to discuss Strategic Planning

Implementation, Climate Survey, Presidential Search, and Board Development.

NEXT MEETING

The next business meeting of the Portland Community College Board of Directors will be held on March 17, 2016 at 7:30 PM at the Sylvania Campus.

Deanna Palm, Chair

Sylvia Kelley, Interim President

Prepared by:

Jeannie Moton, Executive Coordinator

Minutes approved on March 17, 2016.

March 17, 2016

16-086

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 (NonGeneral Fund)– Larisa Felty

Career Specialist

Workforce, Economic and Community Development Division, Extended Learning Campus

Annual Salary: \$53,181 @ .8 FTE Grade: 3 Step: 8

Effective: February 29, 2016

Education: Monterey Institute in International Management MPA, International Management 1997

Education: Moscow State Institute of International Relations MA, International Relations 1995

Most Recent Experience: Portland Community College
OJT Placement Specialist/Reboot Career Coach

Applicant Flow:

Gender

6 Male
29 Female

Ethnicity

23 White (not of Hispanic Origin)
1 Black or African American
2 Asian
4 Hispanic/Latino
1 Native Hawaiian or Other Pacific Islander
2 Two or More Selections
2 Not Disclosed

35 Total

2. Academic Professional Appointment (NonGeneral Fund)– Amy Hofrock

Career Specialist

Workforce, Economic and Community Development Division, Extended Learning Campus

Annual Salary: \$44,781 @ .5 FTE Grade: 3 Step: 3

Effective: February 29, 2016

Education: University of Oregon BA, Psychology 1995

Most Recent Experience: Kadel's Auto Body
Corporate Recruiter

Applicant Flow:

Gender		Ethnicity	
6	Male	23	White (not of Hispanic Origin)
29	Female	1	Black or African American
		2	Asian
		4	Hispanic/Latino
		1	Native Hawaiian or Other Pacific Islander
		2	Two or More Selections
		2	Not Disclosed
		35	Total

3. Academic Professional Appointment (NonGeneral Fund)– Nicola Silverstone

Career Specialist

Workforce, Economic and Community Development Division, Extended

Learning Campus

Annual Salary: \$41,802 @ .8 FTE Grade: 3 Step: 1

Effective: March 7, 2016

Education: The College of Law, London Attorney at Law
University of East Anglia BA, History and French

Most Recent Experience: Portland Community College
OJT Placement Specialist

Applicant Flow:

Gender		Ethnicity	
6	Male	23	White (not of Hispanic Origin)
29	Female	1	Black or African American
		2	Asian
		4	Hispanic/Latino
		1	Native Hawaiian or Other Pacific Islander
		2	Two or More Selections
		2	Not Disclosed
		35	Total

4. Academic Professional Appointment– Frank Smith

Dual Credit Coordinator

Academic and Student Affairs

Annual Salary: \$44,778 Grade: 3 Step: 3

Effective: March 7, 2016

Education: New Mexico State University MA, Sociology 2014
Portland State University BS, Sociology 2005
Portland Community College AA, Oregon Transfer 2003
Degree

Most Recent Experience: Pacific University
Learning Support Services Specialist

Applicant Flow:

Gender		Ethnicity	
9	Male	19	White (not of Hispanic Origin)
13	Female	2	Native Hawaiian or Other Pacific Islander

1	Not Disclosed	1	Two or More Selections
		1	Not Disclosed
		23	Total

5. Administrative Appointment– **Angela Berdahl**

Division Dean of Arts and English

Office of the Dean of Instruction, Rock Creek Campus

Annual Salary: \$106,393

Grade: N

Effective: February 15, 2016

Education: Arizona State University

MA, English

1991

University of Wyoming

BA, English

1987

Most Recent Experience: Portland Community College
Writing Center Co-Coordinator

Applicant Flow:

Gender

Ethnicity

46 Male

68 White (not of Hispanic Origin)

47 Female

3 Black or African American

5 Not Disclosed

4 Asian

5 Hispanic/Latino

1 American Indian or Alaska Native

2 Two or More Selections

15 Not Disclosed

98 Total

6. Administrative Appointment– **E. Mario Benton**

Sylvania Campus Technology Manager

Finance and Administration

Annual Salary: \$85,000

Grade: K

Effective: March 21, 2016

Education: University of St. Thomas

MBA, International Management

University of St. Thomas

BS, Computer and Information
Systems

Most Recent Experience: Florida International University
Assistant Director, Hardware and Software Services

Applicant Flow:

Gender

Ethnicity

16 Male

10 White (not of Hispanic Origin)

2 Female

4 Black or African American

1 Not Disclosed

1 Asian

1 Hispanic/Latino

3 Not Disclosed

19 Total

7. Administrative Appointment– **Rhianna Johnson**

Director of Instructional Support Programs

Office of the Dean of Instruction, Cascade Campus

Grade: K

Effective: February 22, 2016

Education: Portland State University

MS, Sociology

Washington State University

BA, Public Affairs

Most Recent Experience: Larch Corrections Center, Clark College
Education Director

Applicant Flow:

Gender

Ethnicity

20 Male

31 White (not of Hispanic Origin)

28 Female

4 Black or African American

3 Not Disclosed

5 Hispanic/Latino

3 Two or More Selections

8 Not Disclosed

51 Total

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN March 17, 2016 PERSONNEL REPORT**

Male	2
Female	5
	<hr/>
	7

White (not of Hispanic Origin)	6
Black or African American	1
	<hr/>
	6

March 17, 2016

16-087

COMMENDATION OF RETIRING EMPLOYEE –
GRANT BENNETT

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Grant Bennett has performed faithfully in his duties as Manager/Facilities Projects, College Architect, and Bond Managing Architect for Portland Community College since July 1, 2002. He retires effective March 31, 2016.

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

March 17, 2016

16-088

COMMENDATION OF RETIRING EMPLOYEE –
SANDRA FERGUSON

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Sandra Ferguson has performed faithfully in her duties as a Job Developer/Work Experience Coordinator and Employment Specialist for Portland Community College since February 17, 1992. She retires effective March 31, 2016

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

March 17, 2016

16-089

COMMENDATION OF RETIRING EMPLOYEE –
SUSAN GILLETTE

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Susan Gillette has performed faithfully in her duties as a Systems Analyst for Portland Community College since August 19, 1997. She retires effective February 26, 2016

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

March 17, 2016

16-090

COMMENDATION OF RETIRING EMPLOYEE –
HAL LEE

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Hal Lee has performed faithfully in his duties as a Part Time Faculty, Counselor, and Counselor/Rehab Guide for Portland Community College since September 28, 1994. He retires effective March 31, 2016

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

March 17, 2016

16-091

COMMENDATION OF RETIRING EMPLOYEE –
LINDA REISSER

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Linda Reisser has performed faithfully in her duties as Dean of Student Development for Portland Community College since August 3, 1998. She retires effective April 29, 2016

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

March 17, 2016

16-092

APPOINTMENT OF DELEGATES TO ATTEND THE
ASSOCIATION OF COMMUNITY COLLEGE
TRUSTEES (ACCT) 2016 COMMUNITY COLLEGE
ANNUAL LEADERSHIP CONGRESS IN NEW
ORLEANS, LA FROM OCTOBER 5-8, 2015

PREPARED BY: Jeannie Moton, Executive Coordinator, Office of the President

APPROVED BY: Sylvia Kelley, Interim President

REPORT: In accordance with Board Policy B 210, the Board of Directors recognizes the benefits derived by the College through membership in various educational organizations and from attendance of directors at state and national meetings which deal with community college issues. The Chair and Vice Chair have considered a slate of delegates to attend the ACCT Leadership Congress in New Orleans, LA from October 5-8, 2016.

RECOMMENDATION: That the Board of Directors appoints Denise Frisbee, Jim Harper, Ken Madden, Deanna Palm and Michael Sonnleitner as delegates to represent the College at the ACCT Leadership Congress.

March 17, 2016

16-093

REQUEST TO TERMINATE THE PCC ADULT HIGH SCHOOL DIPLOMA (AHSD) PROGRAM

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 requests to terminate its Adult High School Diploma (AHSD) program as of April 2016. PCC has been awarding the Adult High School Diploma Since 1999.

In 2013 the state revised the Oregon Administrative Rule, (OAR) 589-007-0600, guidelines for providing the Adult High School Diploma. The revision states that all students not exempt from compulsory education (ages 16-20) must earn a (in school) district diploma. This change in the rule meant that PCC could no longer award the AHSD to students who are within that age range, greatly reducing the number of students served. Consequently, in 2013, the decision was made to suspend the AHSD effective September 9, 2015.

The two-year suspension plan provided ample time for students in the queue to complete their programs, The AHSD program was closed to any new students as of September 2013.

Approximately 300 students were identified as possibly in the queue to earn the AHSD, 213 were active and 119 were defined as inactive within the last two years.

156 students earned the Adult High School Diploma within the final two years of the program ending September 8, 2015.

Despite the closure of the Adult High School Diploma program, PCC continue to offer many educational

options for students.

- ABE Courses
- Future Connect
- Gateway to College
- Yes to College

RECOMMENDATION: That the college be authorized to terminate the existing AHSD Program with the Oregon State Board of Education by April 2016 with the submission of a letter of termination from the Portland Community College Board of Directors; as per the Oregon Adult High School Diploma 2014-15 Program Manual.



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.