



Board of Directors **Meeting Agenda**

May 16, 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
May 19, 2016
Sylvania Campus, CC Building, Rooms 238/239
FOOOAY Á JOC^} ^ Á Portland, OR 9721J

AGENDA

- 4:30 PM **Executive Session** SY CC 242
In accordance with ORS 192.660 (2), (a) Employment of a Public
Official
- 5:00 PM **Work Session** SY CC 242
- Bond Renewal (30 minutes)
 - Facility Master Planning (10 minutes)
 - Strategic Planning (30 minutes)
 - IT Planning (10 minutes)
- 6:30 PM **Board Dinner** CC Oak, Elm and Fir Rooms
- 7:30 PM **Call to Order** CC 238/239
- Introductions
 - Approval of Minutes—April 16, 2016
 - Approval of Agenda
- 7:35 PM **Recognition**
John and Suanne Roueche Excellence Awards
- 7:45 PM **Information Sessions**
- Career Pathways—Kate Kinder (10 minutes)
 - Human Resources—Alisa Hampton (10 minutes)
 - Bond Program Update—Linda Degman (20 minutes)
 - Presidential Search Update—Gene Pitts and Kali Thorne-Ladd (5 minutes)
- 8:15 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.)

Academic Professional Appointments:

Wendy Berner, Research and Relationship Management Specialist, Office of the President

Britany Brist, College Success Coordinator, Student Support Services and Adult Basic Skills Division, Sylvania Campus

Theresa Flores, Veteran Resource Center Specialist
Office of the Dean of Student Development, Cascade Campus

Adam Lucero, College Success Coach, Student Support Services and Adult Basic Skills Division, Sylvania Campus

Administrative Appointments:

Michelle Cruse, Interim Dean of Student Development,
Office of the Campus President, Cascade Campus
(Temporary)

Mari Krause, Library Supervisor, Academic and Student Affairs

Retirees

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BOND

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16-121	Authorize a Contract Increase to Include a GMP to O'Neill/Walsh Community Builders CM/GC Contract for Site Improvements to the Southeast Campus 2008 Bond Construction Project	216

NON-CONSENT

16-122	Resolution to Approve to B202 Board Policy Addition of Student Representation on the PCC Board of Directors (First Reading).....	218
8:30 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) <ul style="list-style-type: none"> • 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

April 21, 2016
Cascade Campus, Student Union, Rooms 203/204
12000 SW 49th Avenue, Portland, OR 97219

MINUTES

BOARD ATTENDANCE

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

EXECUTIVE SESSION

The Board of Directors convened an executive session to discuss 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

WORK SESSION

The Board of Directors met in Work Session for updates and presentations regarding Bond Renewal, Volunteer Literacy Tutoring Program, Ex Officio Student Member, and Workforce Development.

CALL TO ORDER

Chair Palm called the business meeting to order at 7:40 pm and invited all present to introduce themselves.

APPROVAL OF THE MINUTES

The March 17, 2016 meetings minutes were approved as published. Harper/Sonnleitner

APPROVAL OF THE AGENDA

The agenda was approved as published. Sonnleitner/Frisbee

INFORMATION SESSIONS

The Board of Directors received updates from Karin Edwards on the Cascade Campus, Erin Flynn and Marc Goldberg regarding the Innovation Quadrant, Laura Massey and Chris Chairsell presented a Student Success Dashboard, an update on Southwest Corridor was provided by Lisa Avery, Linda Degman, and Kathleen McMullen and lastly Kali Thorne-Ladd gave a brief update on the Presidential Search.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS MEETING

Chair Palm proposed approval of Resolutions 16-086 through 16-093. Harper/Madden

PUBLIC COMMENT ON NON AGENDA ITEMS

Divestment – Alex Bell-Johnson

Staff Issues – Simon Jaworsky

Student on Board – William Spalding and Alyssa Pinter

Volunteer Literacy Tutoring – Susan Kaller, Heidi Heydlauff, Blair Orfau, Don Mustell, William Francis, Jazmin Mehjauar, Alisa Shrestha, Megan French, Jenn Sacklin, Hodin, Zadok Taylor, Andy Simon, Casey Skoog, Laura Wadlin, Ko Khin, Vu Nguyen, Xianglan Ma, Phung Nguyen, Yaodon Shen, Fran Eichenauer, Yuko Takagi, Jingquan Lan, Roger Friedel, Kathy Johnson, Liz Garner, Fang Feng, Mai Starinc, Rut Martinez-Alicea, Ally Libby, Heiko Spoddeck, Sylvia Gray, Kris Magaurn, Kathleen Halloway, Pjimet Dogo, Trina Hing

ADJOURNMENT

There being no further business, the meeting adjourned at 10:23 pm.

NEXT MEETING

The next business meeting of the Portland Community College Board of Directors will be held on May 16, 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 May 16, 2016.

May 19, 2016

16-112

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– Wendy Berner

Research and Relationship Management Specialist
Office of the President

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

Effective: April 27, 2016

Education:	Butler University	BA, Journalism	1992
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Most Recent Experience: Oregon State Parks Foundation
Director of Communication and Administration

Applicant Flow:

Gender

Ethnicity

5 Male 17 White (not of Hispanic Origin)

17	Female	1	Hispanic/Latino
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1 American Indian or Alaska Native

1 Two or More Selections

2 Not Disclosed

22 Total

2. Academic Professional Appointment (NonGeneral Fund)– Britany Brist

College Success Coordinator

Student Support Services and Adult Basic Skills Division, Sylvania Campus

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

Effective: May 9, 2016

Education:	Portland State University	MS, Educational Leadership and Policy	2010
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Portland State University BA, Sociology 2004

Most Recent Experience: Clark College
Educational Planner

Applicant Flow:

Gender

Ethnicity

37 Male 58 White (not of Hispanic Origin)

59 Female 8 Black or African American

4 Not Disclosed 3 Asian

10 Hispanic/Latino

9	Two or More Selections
12	Not Disclosed
<hr/> 100	Total

3. Academic Professional Appointment – Theresa Flores

Veteran Resource Center Specialist

Office of the Dean of Student Development, Cascade Campus

Annual Salary: \$41,802 @ .50 FTE Grade: 3 Step: 1

Effective: April 25, 2016

Education: American Military University MA, Psychology 2016

Washington State University BS, Psychology 2011

Columbia Basin College AA, General Studies 2009

Most Recent Experience: Portland Community College
Enrollment Services Specialist

Applicant Flow:

Gender

Ethnicity

15 Male

15 White (not of Hispanic Origin)

12 Female

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

4. Academic Professional Appointment (NonGeneral Fund)– Adam Lucero

College Success Coach

Student Support Services and Adult Basic Skills Division, Sylvania Campus

Annual Salary: \$43,263 Grade: 3 Step: 2

Effective: May 9, 2016

Education: Portland State University MS, Educational Leadership
and Policy

University of Northern Colorado BA, Geography

University of Northern Colorado BA, History

Most Recent Experience: SE Works Youth Education and Career Development Center
Case Manager/College and Career Specialist

Applicant Flow:

Gender

Ethnicity

37 Male

58 White (not of Hispanic Origin)

59 Female

8 Black or African American

4 Not Disclosed

3 Asian

10 Hispanic/Latino

9 Two or More Selections

12 Not Disclosed

100 Total

5. Administrative Appointment (Temporary)– Michele Cruse

Interim Dean of Student Development

Office of the Campus President, Cascade Campus

Annual Salary: \$80,079 Grade: M

May 2, 2016 to August 31, 2016

Education: Portland State University MS, Public Administration 2002

University of Pittsburg BA, Public Administration 2000

Most Recent Experience: Portland Community College

TRiO Student Support Services Program Director

Applicant Flow: Direct Appointment

6. Administrative Appointment– Mari Krause

Library Supervisor

Academic and Student Affairs

Annual Salary: \$49,949 Grade: F

Effective: May 16, 2016

Education: Drexel University MLIS, Library Science 2010

Warner Pacific College BA 2002

Most Recent Experience: Warner Pacific College

Director of Library Services

Applicant Flow:

Gender

Ethnicity

17 Male 34 White (not of Hispanic Origin)

31 Female 1 Black or African American

2 Not Disclosed 4 Hispanic/Latino

5 Two or More Selections

6 Not Disclosed

50 Total

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN May 19, 2016 PERSONNEL REPORT**

Male	1
Female	<u>5</u>
	6

White (not of Hispanic Origin)	4
Black or African American	1
Asian	0
Hispanic/Latino	1
American Indian/Alaskan Native	0
Native Hawaiian/Pacific Islander	0
Two or More Selections	0
Not Disclosed	<u>0</u>
	6

May 19, 2016

16-113

COMMENDATION OF RETIRING EMPLOYEE –
KENNETH GOODWIN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Ken Goodwin has performed faithfully in his duties as Director/Public Safety for Portland Community College since July 10, 2000. He retires effective June 30, 2016.

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

May 19, 2016

16-114

COMMENDATION OF RETIRING EMPLOYEE –
LOVINA QUERY

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Lovina Query has performed faithfully in her duties as Full-time and Part-time Instructor, and Department Chair for Portland Community College since September 20, 2001. She retires effective June 30, 2016.

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

May 19, 2016

16-115

COMMENDATION OF RETIRING EMPLOYEE –
LEE ANN REDIFER

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Lee Ann Redifer has performed faithfully in her duties as Full-time Faculty, and Part-time Faculty in Dental Assisting for Portland Community College since September 22, 1997. She retires effective June 20, 2016.

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

May 19, 2016

16-116

COMMENDATION OF RETIRING EMPLOYEE –
ROBERT STEELE

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Robert Steele has performed faithfully in his duties as Full-time Instructor, and Instructional Support Technician for Portland Community College since February 17, 1997. He retires effective June 17, 2016.

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

May 19, 2016

16-117

COMMENDATION OF RETIRING EMPLOYEE –
LINDA TIMMINS

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Linda Timmins has performed faithfully in her duties as an IAA II, OSS II, Registration Clerk, Registration Supervisor and Student Support Assistant for Portland Community College since March 1, 1983. She retires effective June 30, 2016.

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

May 19, 2016

16-118

AUTHORIZATION TO EXTEND LEASE FOR CAPITOL
PARK BUILDING FOR THE 2008 BOND PROGRAM

PREPARED BY: Cau Chung, Accounting Manager, Bond Program

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

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

REPORT: With Resolution 09-075, the Board authorized a lease at the Capitol Park Building of approximately 5,000 sq. ft. to provide space for staff to operate the 2008 Bond Program. Contiguous space was not available on any PCC Campus for the program. The current lease expires June 30, 2016. It is necessary to extend the lease through June 30, 2017, at which time a significant portion of the bond work will be completed, and remaining bond staff to complete projects can likely be absorbed onto campuses. The initial authorization was for \$460,000. An additional \$160,000 was approved through Resolution 14-069 to extend through June 30, 2016. An additional \$104,000 is required to extend the lease through the revised date.

This request plus the earlier authorizations totals \$724,000. Funding for the lease will come from the 2008 Bond Program.

RECOMMENDATION: That the Board of Directors authorize the extension of the lease of the Capitol Park Building through June 30, 2017. The cost for the extension is approximately \$104,000. Expenditures for the lease will be from the 2008 bond funds.

May 19, 2016

16-119

AUTHORIZATION TO INCREASE BALFOUR BEATTY
CONSTRUCTION CONTRACT (formerly, Howard S Wright
Constructions) TO PROVIDE CONSTRUCTION
MANAGER/GENERAL CONTRACTOR FOR SYLVANIA
CAMPUS 2008 BOND PROJECTS

PREPARED BY: Cau Chung, Accounting Manager, Bond Program

FINANCIAL
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services
Linda Degman, Director, Bond Program

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

REPORT: As part of the 2008 Bond projects, the Board reviewed and approved Resolution 10--077 which authorized the exemption process for the Construction Manager/General Contractor (CM/GC) procurement method for the Sylvania Campus. Howard S. Wright Constructors was selected as the CM/GC for the Sylvania Campus through Resolution 10-097, with an initial authorization of \$21 million, plus Resolution 13-078 for \$14 million for 2013 projects, Resolution 14-083 for \$8 million for 2014 projects, Resolution 15-040 for \$7 million for 2015 projects, and Resolution 15-130 for \$2 million increase, with revised total of \$52 million. The bond projects at the Sylvania campus are unique compared to the other campuses, in that they are primarily renovations to existing buildings. Lack of swing space to move occupants of buildings and to relocate classes during remodels is a major limiting factor in proceeding with work at the campus. Many projects need to be planned and completed in phases, which results in several smaller projects, as opposed to larger discreet projects for new construction.

Projects to date have included renovations to the Library, Science and Technology (ST) Building (phase I & phase II in progress), Social Science and Technology (SS) Building (phase I), Health Technology (HT) Building Heating Ventilation and Cooling (HVAC) upgrades and CTS relocation, Communication Technology (CT) Building phase I, AM Building and College Center (CC). A new media control center is complete and Seismic upgrades in buildings and walkways are underway as well. A new entry to the east side

of the CC Building is also underway. The Automotive Storage Building was completed in 2013. Site projects have included the completion of G Street, and the addition of a Plaza Access Lane between the HT and CC Buildings. Social Science and Technology (SS) Building Renovation (Phase 2) completed in late 2015. The site work detention pond was completed in late 2015. The HT Radiography and Dental Equipment upgrade was completed in late 2015. CT Little Theater renovation, CC Building Phase 2 was completed late 2015 and phase 3 renovation is in process. Site lighting project (FMS) is in process, Phase 2 will be completed by summer 2016.

Several maintenance projects have been completed, including a complete overhaul of the swimming pool. Technology projects to date have included VOIP work, telecom infrastructure, and the data center. Energy efficiency projects (E6) have included the boiler replacement, the heating hot water loop upgrades, CC HVAC upgrades and several other improvements.

Upcoming projects through 2017, with their approximate values, are the following: Kitchen Remodel, \$1 million; CC Bldg Renovation Phase 4 thru 5, \$4 million; CC building office remodel, \$2.5 million; Additional sitework improvement, \$700K; phase 2 site lighting, \$1.45M. This request is for additional increase of approximately \$9.65 million plus the previous authorizations totals to \$61.65 million.

RECOMMENDATION: That the Board of Directors authorize Balfour Beatty Construction to continue to provide Construction Manager/General Contractor services at the Sylvania Campus for an additional \$9.65 million, with the revised contract total of \$61.65 million. Of the \$9.4 million, \$1.2 million will be funded from FMS 2000 fund for additional work of Sylvania Campus Site Lighting project, and remaining funds for other projects are covered by 2008 Bond funds.

May 19, 2016

16-120

AUTHORIZATION FOR SCOTT EDWARDS
ARCHITECTURE TO PROVIDE ARCHITECTURAL
SERVICES FOR SOUTHEAST CAMPUS 2008 BOND
PROJECTS

PREPARED BY: Cau Chung, Accounting Manager, Bond Program

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

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

REPORT: As part of the 2008 Bond projects, the Board authorized Scott Edwards Architecture to supply services for small construction projects, through Resolution 12-041. Scott Edwards Architecture has provided the following services for the 2008 Bond Program: Planning and Design Services for Southeast Campus Child Development Center (\$180,612), Planning and Design Services for Rock Creek Campus Child Development Center (\$31,910), and Planning and Design Services for the Rock Creek Learning Garden (\$29,885).

The Southeast Campus has a need to complete a series of projects that will together enhance the entry to the campus from Division Street and individually address a series of needs that are evident as outside circulation patterns on the campus become established. These projects include: (1) Provide a needed covered entryway to the Community Hall (2) Complete sidewalks where needed for access to the Community Hall and childcare areas, and remove certain old sidewalks and fencing that are obsolete (3) Create a shelter for bus riders (4) Add a sheltered pedestrian drop off and pick up location which also acts as a portal to bike parking (5) Create a secured bicycle parking in response to campus needs.

RECOMMENDATION: That the Board of Directors authorize Scott Edwards Architecture to continue to provide design services at the Southeast Campus for an additional \$97,430, with the revised contract total of \$339,837. Of this contract total, \$23,500 was funded from Student Activities Fund 3300, for the Rock Creek Learning Garden. All remaining expenditures for these services are from the 2008 Bond funds.

May 19, 2016

16-121

AUTHORIZE A CONTRACT INCREASE TO INCLUDE A
GMP TO O'NEILL/WALSH COMMUNITY BUILDERS
CM/GC CONTRACT FOR SITE IMPROVEMENTS TO
THE SOUTHEAST CAMPUS 2008 BOND
CONSTRUCTION PROJECT

PREPARED BY: Cau Chung, Accounting Manager, Bond Program

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

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

REPORT: With Board Resolution 12-059, the Board of Directors adopted the findings and approved the exemption to authorize the use of the Construction Manager/General Contractor (CM/GC) alternative contracting method for Southeast Center.

After a formal Request for Proposals process, per Resolution 12-075 (\$500,000), the Board awarded the CM/GC contract for the Southeast Center 2008 bond program to O'Neill/Walsh Community Builders (OWCB). Thereafter, additional resolutions were approved (BAs 13-027, 13-059, 13-066, 13-079, 13-090, 13-150, 14-008, 14-100, 15-024, 15-045 and 15-068) to include additional scope and guaranteed maximum pricing (GMP) for OWCB's contract. To date the Board of Directors approved a contract total of \$41,134,649 and this total includes GMPs for the following projects: Library, Student Commons, Legin demolition, Mt. Tabor Kitchen and renovations, German American Society (GAS) renovations, off-site improvements, U-Haul demolition, retail tenant improvements, Kaiser demolition, Community Hall and childcare renovations, and a project contingency.

As building use and pedestrian circulation patterns are better identified at the new Southeast Campus, certain needs have become apparent. The following improvements are intended to meet these needs. (1) Add a covered entry roof to the Community Hall, which better

identifies the primary door to the building, screens the building's utility equipment, and creates needed casual gathering areas; (2) Build additional sidewalks that connect critical pathways and remove certain obsolete sidewalks and fencing left over from the original GAS site; (3) Build a bus shelter at the main PCC shuttle stop to accommodate ridership needs; seating, weather protection, lighting and a sense of place; (4) Provide a complimentary pedestrian shelter/bicycle parking gateway across from the bus stop shelter to serve users waiting for private rides; (5) In response to campus needs, provide fenced, secured bicycle parking on a new concrete pad for up to 140 bicycles.

The Bond Program, Transportation and Parking, and FMS are requesting authorization for an additional GMP to complete these site improvements. The total amount of the GMP is \$675,194, which includes an owner project contingency. Construction is anticipated to be completed for winter 2017.

RECOMMENDATION: That the Board of Directors authorize O'Neill/Walsh Community Builders to include scope of work for site improvements, for an additional cost of \$675,194, the revised CM/GC contract total for the Southeast Campus 2008 Bond program is \$41,809,843. Funding for these projects are from the 2008 Bond Program, Transportation and Parking and 2000 Fund.

May 19, 2016

16-122

RESOLUTION TO APPROVE TO B202 BOARD POLICY
ADDITION OF STUDENT REPRESENTATION ON THE
PORTLAND COMMUNITY COLLEGE BOARD OF
DIRECTORS (First Reading)

PREPARED BY: Tony Vezina, District Student Chair, ASPCC
Jeannie Moton, Executive Coordinator, Office of the
President

FINANCIAL
RESPONSIBILITY: District Student Council

APPROVED BY: Jim Langstraat, Vice President, Finance and Administration
Dr. Chris Chairsell, Vice President, Academic and Student
Affairs
Sylvia Kelley, Interim President

REPORT:

Student Representation

(A) In addition to the seven (7) Board members, there shall be one (1) ex-officio student member on the Board of Directors to provide for the effective representation of students.

(B) The student representative shall be entitled to all the rights, responsibilities, duties, and privileges of a Board member which include:

- (1) sitting at the dais with the Board during public meetings.
- (2) participating in discussion and commenting on relevant topics.
- (3) abiding by the Portland Community College Board of Directors Code of Ethics and all other statutes, rules, and regulations applicable to service on the Board of Directors.

The following conditions apply:

- (1) The student representative shall not have an official vote in Board policies and decisions.
- (2) The student representative shall not be involved in, have an unofficial vote on, or receive materials pertaining to personnel or legal matters.
- (3) The student representative shall not participate in, or attend Executive Sessions.

(4) The student representative shall not be held responsible for representing constituencies other than the district student body.

(C) The student representative shall be a PCC student in good standing.

(D) The Chair of the District Student Council ("DSC") of the Associated Students of Portland Community College shall serve as the ex-officio student representative on the Board for so long as the student serves as DSC Chair and otherwise complies with the qualifications and requirements for the student representative set forth in this Policy B202.

RECOMMENDATION: That the Board approve the amendment to Board Policy B202 to add an ex-officio student member to the PCC Board of Directors as presented in Exhibit A.

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Board Operations and Bylaws – B202

The Metropolitan Area Education District was established by the voters of the district at an election held June 6, 1968. The name of the district was changed to Portland Community College District on October 13, 1971. Portland Community College District operates under authority of Oregon Revised Statutes and Oregon Administrative Rules.

Membership of the Board

The Board of Directors of the Portland Community College District consists of seven members. Members are elected to a four-year term at an election held as specified in ORS 255.355(1). Members shall be elected to represent a zone, and they shall be residents of that zone. (ORS 341.326) The zones within the district are to be as nearly equal in population as feasible according to the latest federal census and are adjusted by the Board following the federal census to reflect population changes. (ORS 341.175)

No person who is an employee of Portland Community College may serve on the PCC Board. (ORS 341.275 [2]).

Term of Office

The term of office of all Board members shall begin on July 1 following the date of their election. Board members shall serve until their successors are elected and qualified. Board members must qualify by taking the oath of office before assuming the duties of office. (ORS 341.326 [4])

Student Representation

In addition to the seven (7) Board members, there shall be one (1) ex-officio student member on the Board of Directors to provide for the effective representation of students. The student representative shall be entitled to all the rights, responsibilities, duties, and privileges of a Board member which include:

- (1) sitting at the dais with the Board during public meetings.
- (2) participating in discussion and commenting on relevant topics.
- (3) abiding by the Portland Community College Board of Directors Code of Ethics and all other statutes, rules, and regulations applicable to service on the Board of Directors.

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- (3) The student representative shall not participate in, or attend Executive Sessions.
- (4) The student representative shall not be held responsible for representing constituencies other than the district student body.

- (C) The student representative shall be a PCC student in good standing.
- (D) The Chair of the District Student Council ("DSC") of the Associated Students of Portland Community College shall serve as the ex-officio student representative on the Board for so long as the student serves as DSC Chair and otherwise complies with the qualifications and requirements for the student representative set forth in this Policy B202.

Vacancies

When a vacancy occurs on the Board the remaining members shall fill it by appointing a qualified resident of the zone in which the vacancy exists. The member so appointed shall serve until the next regular district election when a successor shall be elected to serve for the remainder of the unexpired term.

A Board member who changes residence from one zone to another zone, or who no longer resides in the zone due to a change in zone boundaries, is entitled to remain as a Board member until June 30 following the next regular board election date at which a successor shall be elected. (ORS 341.335 (2))

Officers of the Board

The Board of Directors of the Portland Community College district shall elect one of its members as Chairperson and another as Vice Chairperson at its annual organizational meeting in July. The President of Portland Community College shall serve ex-officio as Executive Officer of the Board. The President may appoint a deputy to assist in that role.

Duties of Chairperson of the Board:

- Preside at all meetings of the Board.
- Call special meetings as required.
- Sign the minutes of all regular and special meetings of the Board, and such other documents as may be required by law.

Duties of Vice Chairperson of the Board

- Preside at Board meetings in the absence of the Chairperson.
- Fill other duties of the Chairperson as needed.

Legal Counsel, Auditor, Insurance Agent Review

Legal counsel may be appointed by the Board. Legal counsel shall advise the Board on specific legal problems as requested. All requests by an individual Board members for legal opinions from legal counsel shall be made at Board meetings. The Board will review at least once every three years its contracts with legal counsel, auditors and insurance agents.

Meetings of the Board

(ORS 341.283) It is the policy of the Board to welcome and encourage the attendance of all interested persons at its meetings. The President or a duly authorized representative shall be present at all meetings of the Board.

Annual Organizational Meeting

The Board will hold an annual organizational meeting in July.

Regular Meetings

The Board will hold meetings as required by the business of the college and establish regular meeting dates. The date or place of a regular meeting may be changed by action of the Board or by the President or Chairperson provided every member is notified in writing.

Special Meetings

Special meetings of the Board shall be called by the Chairperson or upon request of any three members of the Board, or by the President when such action is approved by the Chairperson. Written notices will be given to each Board member by the secretary of the Board at least 24 hours in advance of such meeting. No business may be transacted at any such meeting other than that specified in the call except by unanimous consent of the total Board.

Adjourned Meetings

Meetings adjourned to a later time or date may be held, as the business of the Board requires.

Executive Sessions

The Board may hold an Executive Session for the purposes authorized under ORS Chapter 192 during a regular, special or emergency meeting, after the Board Chairperson has identified the authorization under ORS 192.610 to 192.690. An executive session means any meeting or any part of a meeting of a governing body that is closed to certain people for deliberations. (ORS 192.610(2)). Executive Sessions may not be held for the purpose of taking any final action or making any final decision.

Notice of Meetings

The secretary of the Board shall give written notice of all annual, regular, special or Executive Sessions of the Board in accordance with ORS 192.640. The written notice shall state the time and place of the meeting and the agenda, or a summary thereof, setting forth the subject matter to be considered at the meeting. In the case of annual or regular meetings, the notice should be distributed not more than seven (7) days or less than twenty-four (24) hours prior to the time of the meeting. Notice of Executive Sessions may be included in a notice of an annual, regular or special meeting, or if the meeting is to be solely an executive session notice shall be distributed not less than 24 hours prior to the time of the meeting.

Notice of an Executive Session shall not set forth the specific subject matter to be considered, but may describe in general terms the subject matter. Notice of an Executive Session shall set forth the statutory authority for the Executive Session. Notice of meetings shall be distributed to interested organizations or persons who have requested notice of meetings of the Board. These organizations or persons may include, but not limited to, major newspapers published within the district, radio and

television stations located within the district. The Secretary of the Board may make additional distribution as deemed necessary or desirable to insure maximum notice to the public of meetings of the Board.

Adjournment Time

Board meetings shall be adjourned by 11 p.m. unless a quorum of the Board members votes to continue the meeting.

Quorum

Four members shall constitute a quorum of the Board. In the absence of a quorum, the only business that can be transacted is to take measures to obtain a quorum, to fix the time at which to adjourn, and to adjourn or take a recess. The affirmative vote of at least four members of the Board is required to transact any business.

Parliamentary Procedure

Unless otherwise provided by law or by bylaws of the Board, the Board shall follow parliamentary procedures in conducting its meetings.

Agenda and Order of Business

The College President shall develop the agenda for regular Board meetings in cooperation with the Board Chairperson. Request for placing items on the agenda shall be given to the President in sufficient time to develop proper informational materials for the use of Board members.

No new business shall be transacted by the Board unless the items are placed on the agenda and relevant information has been delivered to the Board at least twenty-four (24) hours prior to each meeting; except that, upon the concurrence of a quorum of Board members, new business items may be brought up for Board action without the twenty-four (24) hour notice and in accordance with ORS 192.640.

Order of Agenda

The order of business at meetings of the Board shall be:

- Call to Order
- Introduction of guests
- Approval of minutes of previous meeting(s)
- Board Information Session
- Board Policy Review (if needed)
- Public Comment on Agenda Items
- Board Business
- Public Comment on Non-agenda Items
- Reports (Board members, President, faculty and classified federation, students)
- Adjournment
- Upon consensus of the Board members present, the Chairperson may deviate from this order of business.

Adequate Information to Precede Action

The Board shall strive to ensure that all members have access to full and adequate information prior to action. The Board shall provide the President an opportunity to examine and evaluate all information received by the Board and to recommend action before the Board makes any decision.

Citizen Communications with the Board

The Board values input from citizens of Portland Community College District. Citizens wishing to speak on agenda or non-agenda matters shall notify the Board Secretary prior to the commencement of the meeting and be heard on the agenda at the time allocated for public comment. Citizens requesting to speak on non-agenda items shall be heard following the Board business agenda. Each citizen will have five minutes to speak on such matters unless the Board requests more information. The Board Secretary will maintain a file of correspondence received from citizens and will ensure that the file is available for Board member review at all times.

Minutes

The Board shall ensure that minutes of all public meetings are kept in accordance with the provisions of ORS 192.610 to 192.690 (Oregon Public Meeting Law).

Committees of the Board

Standing Committees

No individual members and no group comprised of less than the full membership shall be designated as a permanent committee to perform any of the Board's functions.

Temporary Committees

Temporary committees may be established from time to time to conduct Board assignments.

Authority of Members

Board members have authority only when acting as a Board legally in session. The Board is not bound by any statement or action of individual Board members, or of employees, except when such statement or action is in pursuance of instruction by the Board.

Formulation of Written Policies and Bylaws

The Board will exercise its leadership in the governance of the college through the formulation of written policies and bylaws

The written policies and bylaws adopted by the Board shall serve as guides for their implementation by those to whom the Board delegates authority. The policies and bylaws adopted by the Board shall be recorded in the minutes of the Board and only those so adopted and recorded shall be official policies and bylaws of the Board. Unless circumstances require immediate action, a policy or bylaw shall not be adopted at the first meeting during which it is presented. Recognizing its own functions as the lawful and final authority in policy matters, the Board accepts the principle that those who are

affected by a policy or bylaw should be represented in the formation of that policy. The Board encourages staff and administration to review and recommend new policies or changes in existing policy.

The Board shall review its policies on a regular basis.

Adoption, Amendment, Repeal and Suspension of Policies and Bylaws

The adoption, amendment, repeal and suspension of policies or bylaws shall be accomplished by roll call vote, which shall be entered in the minutes of the meeting.

Adoption

The policies or bylaws of the Board shall be subject to adoption, amendment, repeal or suspension only upon a vote of a quorum of the members of the Board.

Board Position on Legislative Matters

The Board shall refrain from taking any position either for or against any local, state or national legislative concern unless that concern is of special interest to the welfare of the college. The Board shall consider and adopt legislative priorities prior to each regular session of the Legislature.

Reimbursement of Board Members

(ORS 341.283 [6]) Board members shall receive no compensation for their services, but when on college business, including attendance at Board meetings, will be compensated for their reasonable and necessary expenses.

Board Self-Evaluation

The Board shall evaluate its own operation and effectiveness annually.

(December 2003)

Memorandum of Understanding

between

Portland Community College, District Student Council of ASPCC (DSC)

and

Board of Directors for Portland Community College

This Memorandum of Understanding (MOU) sets forth the terms and understanding between District Student Council of ASPCC and Board of Directors for Portland Community College to include an ex-officio student member on the Board of Directors.

Background

A Portland Community College ex-officio student representative on the Board, in a non-voting capacity, will help to enhance communication and trust between administration and the student body.

Purpose

Student ex-officio membership will enable ongoing dialogue between parties. It will provide a student voice for important issues regarding College business, and will enable a system of communication that is inclusive, representative, and productive. The purpose of this new relationship is to cultivate a comprehensive perspective of the College at both administrative and student levels.

Funding

ASPCC and the College will both be financially obligated to provide necessary training for the District Student Council Chair as required.

Terms

- The DSC Chair shall serve as the ex-officio student representative on the Board of Directors for so long as the student serves as DSC Chair and otherwise complies with the qualifications and requirements for the student representative set forth in Board Policy B202
- The DSC Chair shall be accountable for compliance with all Legislative and Board of Director specific governing policies and procedures applicable to service on the PCC Board of Directors.

- A MOU, approved by ASPCC Student leaders, ASPCC professional staff, the college president, and the board of directors will be signed at the beginning of term for DSC Chair.
- This MOU is at-will and may be modified by mutual consent of authorized officials from the District Student Council and the PCC Board of Directors.
- This MOU shall become effective upon signature by the authorized officials.
- This MOU will remain in effect until modified or terminated by any one of the partners by mutual consent.

Evaluation

At the end of each fiscal year, based on the agreed parameters as stated in Resolutions 16-122, the PCC Board Chair and the DSC Student Chair will meet to assess student performance and make recommendations.

In the unlikely circumstance that the student member has not performed to required standards as established in the ORS Oregon Revised Statutes Chapter 341 (as appropriate), the Portland Community College Board of Directors Code of Ethics, and any other statutes, rules, and regulations applicable to service on the Board of Directors the following process may occur as initiated by the Board Chair:

- A meeting will be called between the four (4) ASPCC presidents, at least one (1) ASPCC professional staff, the college president, and the chair and vice chair of the PCC Board of Directors to discuss issues of concern.
- Depending on severity of actions a verbal warning may be given including possible suspension until issues are resolved.
- Student cannot be removed without a meeting between said parties.
- In the event that a student is removed, the DSC retains the right to appoint an alternate for the duration of the term.

Contact Information

Portland Community College
Board of Directors
Deanna Palm
Board Chair
PO Box 19000
Portland, OR 97280
971.722.4365

Portland Community College

Office of the President
Sylvia Kelley
Interim President
PO Box 19000
971.722.4365

District Student Council
ASPCC
Tony Vezina
Chair
PO Box 19000
Portland, OR 97280

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____



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.