



# Board of Directors **Meeting Agenda**

June 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  
June 16, 2016  
Southeast Campus, Community Hall  
2035 SE 82<sup>nd</sup> Avenue, Portland, OR 97216

AGENDA

- 5:00 PM      **Executive Session**      Admin Building, Room 102  
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
- 6:00 PM      **Diamond Alumni Awards Reception**      Community Hall Lawn
- 6:30 PM      **Diamond Alumni Awards Dinner**      Community Hall Lawn
- 7:30 PM      **Call to Order**      Community Hall  
• Introductions  
• Approval of Minutes—May 19, 2016  
• Approval of Agenda
- 7:35 PM      **Recognition**  
Diamond Alumni Awards Presentation
- 7:55 PM      **Information Sessions**  
• Southeast Campus Update—Dr. Jessica Howard (10 minutes)  
• Grants Office Update—Dr. Kendra Cawley and Vanessa Wood  
(15 minutes)  
• Annual Compensation Update—Lisa Bledsoe (5 minutes)  
• Presidential Search Update—Gene Pitts (10 minutes)
- 8:35 PM      **Public Comment on Agenda Items** (A sign-up sheet is on a table at the  
entrance of the meeting room.)
- 8:40 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.)

PERSONNEL

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**Academic Professional Appointments:**

Euriziel Perez, Student Accounts Coordinator, Finance and  
Administration

**Administrative Appointments:**

Eric Herman, Student Systems Analyst, Finance and  
Administration

**Retirees**

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#### NON-CONSENT

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8:50 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**

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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**

May 19, 2016  
Sylvania Campus, CC Building, Rooms 238/239  
12000 SW 49th Avenue, Portland, OR 97219

**MINUTES**

**BOARD ATTENDANCE**

Denise Frisbee, Jim Harper, Chair Deanna Palm, Gene Pitts, Michael Sonnleitner

**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.

**WORK SESSION**

The Board of Directors met in Work Session for updates and presentations regarding Bond Renewal, Facility Master Planning, Strategic Planning and IT Planning.

**CALL TO ORDER**

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

**APPROVAL OF THE MINUTES**

The April 16, 2016 meetings minutes were approved as published. Pitts/ Sonnleitner

**APPROVAL OF THE AGENDA**

A motion was made to amend the agenda by moving non-consent item 16-122 to the first order of business. Harper/Frisbee

The agenda was approved as amended published. Harper/Pitts

**NON CONSENT AGENDA**

Chair Palm asked for Public Comment on Resolution 16-122, there was none.

A roll call vote was taken on Resolution 16-122: Resolution to Approve to B202 Board Policy Addition of Student Representation on the PCC Board of Directors (First Reading)

Denise Frisbee: YES

Deanna Palm: YES

Jim Harper: YES

Gene Pitts: YES

Michael Sonnleitner: YES

**INFORMATION SESSIONS**

The Board of Directors received updates from Kate Kinder on Career Pathways; Alisa

Hampton reported on updates related to hiring in Human Resources; Linda Degman, Gina Whitehill-Baziuk and Cau Chung got a year-end update on the Bond Program, and Presidential Search Co-Chairs provided a brief update on the Presidential Search.

#### **PUBLIC COMMENT ON AGENDA ITEMS**

None

#### **BUSINESS MEETING**

Chair Palm proposed approval of Resolutions 16-112 through 16-121. Harper/Frisbee

#### **PUBLIC COMMENT ON NON AGENDA ITEMS**

Hiring Practices

Marie Smith

Daniel Sikes

#### **ADJOURNMENT**

There being no further business, the meeting adjourned at 8:53 pm.

#### **NEXT MEETING**

The next business meeting of the Portland Community College Board of Directors will be held on June 16, 2016 at 7:30 PM at the Southeast Campus.

\_\_\_\_\_  
Deanna Palm, Chair

\_\_\_\_\_  
Sylvia Kelley, Interim President

Prepared by:

\_\_\_\_\_  
Jeannie Moton, Executive Coordinator

Minutes approved on June 16, 2016.

June 16, 2016

16-123

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– Euriziel Perez

Student Accounts Coordinator

Finance and Administration

Annual Salary: \$43,263

Grade: 3

Step: 2

Effective: May 2, 2016

Education: Warner Pacific College

BA, Business Administration

2010

Most Recent Experience: Southern Technical Institute

Student Services Specialist

Applicant Flow:

Gender

Ethnicity

10 Male

21 White (not of Hispanic Origin)

28 Female

4 Black or African American

5 Asian

5 Hispanic/Latino

1 American Indian or Alaska Native

2 Not Disclosed

38 Total

2. Administrative Appointment– Eric Herman

Student Systems Analyst

Finance and Administration

Annual Salary: \$75,390

Grade: J

Effective: June 1, 2016

Education: Aquinas College

BS, Computer Science

Portland Community College

AS, Television Production

Most Recent Experience: Perceptive Software/Lexmark

Senior Consultant

Applicant Flow:

Gender

Ethnicity

22 Male

18 White (not of Hispanic Origin)

8 Female

2 Black or African American

3 Not Disclosed

9 Asian

4 Not Disclosed

33 Total



**ETHNIC AND GENDER DESCRIPTION OF STAFF  
PROPOSED TO BE HIRED IN *June 16, 2016* PERSONNEL REPORT**

Male	1
Female	<u>1</u>
	2
White (not of Hispanic Origin)	1
Hispanic/Latino	<u>1</u>
	2

June 16, 2016

16-124

COMMENDATION OF RETIRING EMPLOYEE –  
CHRIS CHAIRSELL

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Chris Chairsell has performed faithfully in her duties as Vice President for Academic and Student Affairs for Portland Community College since December 7, 2005. 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.

June 16, 2016

16-125

CONTINUOUS APPOINTMENT: FACULTY AND ACADEMIC PROFESSIONALS

PREPARED BY: Leslie Wilkins, Employee Relations Specialist, Human Resources

APPROVED BY: Sylvia Kelley, Interim President

The President RECOMMENDS that the following Faculty and Academic Professionals, having fulfilled the required probationary period, be granted continuous appointment, effective September 1, 2016:

<u>Continuous Appointments</u>	<u>Job Title</u>
Jerome Annen	Resource Center Coordinator
Shannon Ansley	Instructor/Biology
Tinah Bazin-Quintana	Instructor/Nursing
Nicole Booker	Education Coordinator
Christopher Brady	Culinary Assistant Program Coordinator
Valance Brenneis	Instructor/Biology
Ethan Bull	Student Resource Specialist
Douglas Byrd	Instructor/Political Science
Hilary Campbell	Instructor/Building Trades
Hannah Cherry	Service Learning Coordinator
Elaine Cole	Sustainability Coordinator
Loren Cushing	Instructor/Sociology
Kimberly Douthit	Veteran Resource Center Specialist
Alyssa Eggebrecht	Research Analyst
Susana Godoy	Financial Aid Advisor
Jennifer Gossett	Accessibility Specialist
Vijendra Kumar	Accountant I
Jillian Lomax	Instructor/Dental Assisting
Hannah Love	Instructor/Philosophy
Kathy Mauser	Instructor/Nursing
Patricia McCoy	Instructor/Adult Basic Education
Charles Pace	Instructor/Economics
Aaron Payette	Instructor/Anatomy & Physiology
Rachael Pecore	Community Education Program Coordinator
Trace Phillis	Instructor/Diesel Service Technology
Peter Ritson	Environmental Center Coordinator
Andrea Salyer	Student Leadership Assistant Coordinator
Mary Schatz	Instructor/Computer Applications/Office Systems
Irene Seto	Academic Advising Specialist
Michael Vernon	Research Analyst
Margo Wagner	Marketing Specialist

June 16, 2016

16-126

CONTINUOUS APPOINTMENT: ADMINISTRATION

PREPARED BY: Leslie Wilkins, Employee Relations Specialist, Human Resources

APPROVED BY: Sylvia Kelley, Interim President

The President RECOMMENDS that the following Administrators, having fulfilled the required probationary period, be granted continuous appointment, effective September 1, 2016:

Continuous Appointments	Job Title
Kenneth Brown	Bookstores Manager
Jennifer de Laix	Compensation & Benefits Manager
Jill Dunaway	Accounts Payable Manager
Elizabeth Molenkamp	PACTEC Regional Manager
William Parnell	Library Supervisor
Joshua Peters McBride	Student Life/Leadership Development Manager
Amber Quinn	Library Supervisor

June 16, 2016

16-127

AUTHORIZE THE DEPARTMENT TO CONTRACT WITH  
CONTRACTORS AND SUPPLIER FOR THE SYLVANIA  
CAMPUS PERFORMING ARTS CENTER MINOR REMODEL

PREPARED BY: Avelina Gulmatico, Procurement Coordinator, Bond Program

FINANCIAL  
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

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

REPORT: The College has a need to hire contractors and supplier to work on a minor remodel at Sylvania Campus Performing Arts Center (PAC) Auditorium. The scope consists of demolition and replacing existing auditorium seating area, re-finishing and re-upholstery of existing auditorium benches, replace carpets, painting, replacing house lighting systems and ceiling work lights. The PAC was built in 1994 and the auditorium is used to hold special College functions including productions, performances and events throughout the year. It is also rented publicly to hold other community events. Because of the amount of foot traffic in and out of the auditorium area, it is now requiring a much needed remodel to accommodate the greater need. Some of the seats are broken, which could cause fire exit issue. The paint is showing wear and tear on the railings. There are several areas in the carpet lobby that are torn and raised, which is a potential hazard to the public. And the electrical system is in need of upgrade and repair. The electrical system failed several times in the last few months with each incident requiring risk and safety intervention. With all the work to be done in the auditorium, the estimated cost exceeds \$150,000 threshold which will require solicitation process and Board of Directors approval.

With this request, the FMS Department would like authorization to contract with the following contractors and supplier:

- 1) Workpointe (also known as Diversification, Inc) is a furniture supplier company. They will furnish, install and delivery auditorium seats. They will also provide demolition services of existing seats and refinishing of benches. The cost is \$98,000. FMS Department will be using the Oregon State

University cooperative contract, the terms and conditions are based on contract #JF162266P, valid through December 2, 2016. The use of an existing inter-governmental cooperative contract is allowed without a competitive process per College Procurement Rule, CCR 214.

- 2) Cedar Mill Construction Company will provide the general contracting services. They will be coordinating the existing seats demolition, delivery and installation of new auditorium seats; provide carpet materials and installation; painting; repair sub floor area; and coordinate work with other hired contractors as needed. The cost is \$71,000. The FMS Department issued a request for quote on March 22, 2016 and invited eight (8) contractors (of which, 2 contractors are State certified MWESB) to provide cost. Within the deadline of April 7, 2016, three (3) contractors submitted an offer: Cedar Mill Construction, Pacificmark Construction (MWESB) and TS Gray Construction. After careful review, Cedar Mill was selected based on lowest quote.
- 3) Hollywood Lights Inc, an electrical company who specializes in production and stage lighting work. They will provide services to upgrade the backbone system which includes sensor racks with dimmer modules, emergency bypass detection system; provide new system integrated LED aisle lighting for aisle ways, sides steps and other areas; a house lights upgrade with LED Fresnel in 3000k, c-clamp, safety cable, DMX cable and powercon input cable and powercon jumper cable. The estimated cost is \$160,000 (includes labor and materials). FMS Department would like to contract with Hollywood Lights Inc, as a sole source provider, this is based on the past work they have done in the PAC. Hollywood Lights have been instrumental in helping staff in solving PAC electrical issues in the past several months. With the immediate need to fix current electrical issues and Hollywood Light's knowledge of existing electrical design and infrastructure at PAC, it will not be feasible and cost effective to process a solicitation at this time. FMS Department had done their due diligence and acquired quotes in the past for same type of work, it seems the vendor sources for stage and production lighting services is very limited in the Portland metro area. Hollywood Lights is always available to respond to College's request with good price and provide an exceptional services. The sole source contracting is allowed based on

ORS279.075.

RECOMMENDATION: That the Board of Directors authorize the department to issue contracts with Workpointe Inc (\$98,000), Cedar Mill Construction (\$71,000) and Hollywood Lights (\$160,000) for the completion of the minor remodel at Sylvania Campus Performing Arts Center Project, combined contract amount of \$329,000 plus 10% contingency. The contract total for the PAC Minor Remodel Project is \$361,900. Funding is covered by FMS Capital Fund, SY Dean of Instruction, and Visual & Performing Arts.

June 16, 2016

16-128

AUTHORIZE A CONTRACT INCREASE WITH  
ASSETWORKS, LLC TO CONTINUE PROVIDING  
SYSTEM SOFTWARE MAINTENANCE AND UPGRADES  
TO FACILITIES MAINTENANCE SERVICES (FMS)  
PROJECT MANAGEMENT ONLINE SYSTEM

PREPARED BY: Avelina Gulmatico, Procurement Coordinator, Bond Program

FINANCIAL RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

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

REPORT: On July 15, 2010 (BA 11-006), the Board of Directors approved the contract with AssetWorks, LLC for the purchase of AiM System software through the cooperative contract Schedule 70 General Services Administration, for a total of \$440,000. This software will allow to proactively manage the maintenance and operations of the district's facilities in terms of preventative and predictive maintenance as well as to support new initiatives for energy management and sustainability. The contract included hosting, implementation, conversion, upgrade, training and a five-year (2010-2015) maintenance support. Since that time, FMS purchased the Core Modules that includes Accounts Payable, Work Management System/Customer Service, Finance (Budget creation), Contract Administration and Asset Management. These modules were successfully implemented and currently used by FMS staff to manage their daily processes and activities. In early part of 2016, FMS recently purchased additional modules: 1) Capital Planning and Project Management. This module will manage the process of creating capital projects, contract administration, project manager's time, and budget creation; 2) Assessment and Needs Analysis (ANA). This module will assist FMS in conducting analysis and planning. ANA will also help FMS in forecasting facility needs, determine expected costs, prioritize needs and generate reports. FMS Department will be purchasing additional modules that will include to automating the process of issuing building keys, manage



green/sustainability, space planning and other modules to be determined at a later date. With the cost of additional modules and an increase to the annual maintenance costs, the FMS Department requests an increase of \$1,000,000. This includes an estimated \$500,000 for additional modules, software license and professional services costs. And another \$500,000 (estimated annual cost of \$100,000) for systems maintenance and upgrade for the next five years (2016 -2021).

FMS Department is using existing cooperative contract (Schedule 70) with General Services Administration (GSA), reference #GS-35F-4731G, valid through May 19, 2017. The use of an inter-governmental cooperative contract is allowed without a competitive process per College Procurement Rules (CCR 214). And because of the invested time and effort by FMS staff and consultants to implement the system, standardized internal processes and funds used to pay for this project, FMS Department would like to continue working with AssetWorks beyond the GSA contract term. The purchase of software is allowed without competitive process based on Community College Rules (CCR 212).

**RECOMMENDATION:** That the Board of Directors authorize the contract increase with AssetWorks, additional cost of \$1,000,000. This cost includes \$500,000 (estimate) for future purchase of additional modules, software license and professional services costs. And another \$500,000 (estimated annual cost of \$100,000) for systems maintenance and upgrade for the next five years (2016 -2021). Funding is covered by FMS Department's General Fund.

June 16, 2016

16-129

ACCEPT PROPOSAL AND AWARD CONTRACT FOR  
ADVERTISING PLANNING AND BUYING SERVICES

PREPARED BY: Jordan Petrusich, Buyer/Contract Specialist, Procurement

FINANCIAL  
RESPONSIBILITY: Rob Wagner, Associate Vice President, College Advancement  
Cate Soulages, Director of Communications, College Advancement

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

REPORT/CONTEXT The College has a need to contract with a qualified firm to provide advertising planning, media buying and other creative services in light of the June 30 expiration of current contract relationships.

The contractor will work collaboratively with the Strategic Communications department to negotiate and purchase print and electronic advertising for all PCC departments. Media buying is a specialized field that depends on long-term relationships and expertise to achieve favorable pricing and opportunities.

The contractor will also serve as Agency of Record to provide creative and strategic communications services on an as-needed basis.

There is urgency to establish this relationship in advance of potential upcoming college initiatives (including a possible Bond renewal campaign and private fund-raising campaign) during which time PCC is likely to make larger-than-usual advertising buys and may have need of additional creative counsel.

The potential dollar value of this contract is large because it includes the cost of the advertising buys themselves, which are passed through the selected contractor to media companies.

A Request for Proposal (RFP) was issued on Friday, April 15, 2016. The RFP was advertised in the Daily Journal of Commerce, the State of Oregon Procurement Information Network (ORPIN), and on the College's solicitation website. More than 40 vendors registered on the PCC website.

By the proposal due date of May 6, 2016, the College received a total of ten (10) proposals. The evaluation committee members reviewed the proposals based on the following criteria: experience, quality, location, references and pricing. The award was given to the proposal with the highest total evaluation score.

Proposer's Name

**Capelli Miles**

Turtledove Clemons

Affiliated Media

Grady Britton

Cotes Kokes

Brigit

DHX

Prevedollo Hiettrick

Oregonian

SQ1

*Note: No MWESB firms submitted proposals*

**RECOMMENDATION:** That the Board of Directors accept the proposal and award the contract to Capelli Miles.

The initial contract will be for three (3) years, with an option to renew annually for two (2) one (1) year extensions, not to exceed five (5) years total.

The estimated cost of service and purchases made through the contractor is between \$250,000 - \$600,000 annually (\$1.25 - \$3 million for the five (5) year period). In an average year, total advertising PCC-wide is in the \$250,000-\$300,000 range. The top range of the contract estimate (\$600,000) reflects the possibility of increased informational/ brand advertising and activities to be undertaken in conjunction with a possible Bond renewal effort.)

Funds will be covered by the General Funds and CED Funds.

June 16, 2016

16-130

RATIFICATION OF PRIVATE PILOT INSTRUCTOR  
AGREEMENT BETWEEN PORTLAND COMMUNITY  
COLLEGE AND THE PORTLAND COMMUNITY  
COLLEGE FEDERATION OF FACULTY AND  
ACADEMIC PROFESSIONALS

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

APPROVED BY: Sylvia Kelley, Interim President

REPORT: The College and the Portland Community College Federation of Faculty and Academic Professionals (PCCFFAP) have reached a tentative agreement to establish a new pay schedule for instructors in the Private Pilot Certificate Program effective August 1, 2016.

The 2016-17 rates for instructors in the Private Pilot Certificate Program will be based on the following two-level pay schedule, and included in Appendix C of the Part-Time Faculty Pay Schedule:

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Basic	\$18.50	\$19.00	\$19.50	\$20.00	\$20.50	\$21.00	\$21.50	\$22.00	\$22.50
Advanced	\$21.00	\$21.50	\$22.00	\$22.50	\$23.00	\$23.50	\$24.00	\$24.50	\$25.00

RECOMMENDATION: That the tentative agreement between the College and the PCCFFAP be approved by the Board of Directors.

June 16, 2016

16-131

APPLY TO THE STATE BOARD OF EDUCATION FOR  
APPROVAL OF THE ADVANCED BIOSCIENCE LESS THAN  
ONE-YEAR CAREER PATHWAY CERTIFICATE FOR  
PORTLAND COMMUNITY COLLEGE

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

FINANCIAL RESPONSIBILITY: Betsy Julian, Division Dean, Science and Technology

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

REPORT: This proposed Advanced Bioscience Less Than One-Year Career Pathway Certificate is for individuals whose career goal is employment in the growing bioscience industry. Upon completion of the 29-credit certificate, graduates will be prepared for employment as a bioscience lab technician. This Advanced Bioscience Certificate is the second less than one-year career pathway certificate in Bioscience Technology, and it builds upon the 19-credit Bioscience Technician Certificate and requires the basic bioscience courses and an additional 10 credits of laboratory science courses. Completion of the certificate provides a benchmark for students as they work toward the Bioscience Technology AAS. For students with a Bachelor of Science the certificate prepares them for entry into the bioscience laboratory field. The Advanced Bioscience Certificate has been reviewed and approved by the Bioscience Technology Industry Advisory Committee.

RECOMMENDATION: That the College be authorized to submit an application to the Oregon State Board of Education for the Advanced Bioscience Less Than One-Year Career Pathway Certificate for Portland Community College.

June 16, 2016

16-132

APPLY TO THE STATE BOARD OF EDUCATION FOR  
APPROVAL OF THE LESS THAN ONE-YEAR CAREER  
PATHWAY CERTIFICATE IN CHILDCARE AIDE FOR  
PORTLAND COMMUNITY COLLEGE

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

FINANCIAL  
RESPONSIBILITY: Jennifer Piper, Division Dean, Health Professions, Early Education and Family Studies and Physical Education

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

REPORT: The proposed Childcare Aide Less Than One-Year Career Pathway Certificate is for individuals whose career goal is in the childcare industry and who desire to make a positive impact on a child's development. Upon completion of the 22-credit certificate, graduates will be prepared for employment as childcare aides in both registered and certified childcare homes and childcare centers. Childcare aides work under the direct guidance of lead teachers in the early education classroom. All courses required for the certificate also fulfill requirements for the Early Education and Family Studies AAS. If students choose to continue their education beyond this certificate, they will be able to complete the Early Education and Family Studies AAS at Portland Community College and be prepared to transfer to Portland State University.

RECOMMENDATION: That the College be authorized to submit an application to the Oregon State Board of Education for the Childcare Aide Less Than One-Year Career Pathway Certificate for Portland Community College.

June 16, 2016

16-133

APPLY TO THE STATE BOARD OF EDUCATION FOR  
APPROVAL OF THE METAL FABRICATION  
(CUSTOMIZED) LESS THAN ONE-YEAR CAREER  
PATHWAY CERTIFICATE

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

FINANCIAL  
RESPONSIBILITY: Irene Giustini, Division Dean, Math, Aviation and Industrial Technology

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

REPORT: The proposed Metal Fabrication (Customized) Less Than One-Year Certificate prepares students to produce a wide variety of weldments that are fabricated by cutting, bending, forming, machining and assembling. Fabricated structures are designed by an engineer and manufactured by a skilled labor force. The structures are used in residential and commercial applications. The approach, skill set, and tools required to build these different structures is what makes this certificate important to the local industrial community. This is one of six specialized certificates in the Welding Department and prepares students to work in a fabrication shop. Completion of this 12-credit certificate will provide a benchmark as students work towards their Welding AAS.

RECOMMENDATION: That the College be authorized to submit an application to the Oregon State Board of Education for the Metal Fabrication (Customized) Less Than One-Year Certificate for Portland Community College.

June 16, 2016

16-134

APPLY TO THE STATE BOARD OF EDUCATION FOR  
APPROVAL OF THE GAS TUNGSTEN ARC WELDING  
(CUSTOMIZED) LESS THAN ONE-YEAR CERTIFICATE

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

FINANCIAL  
RESPONSIBILITY: Irene Giustini, Division Dean, Math, Aviation and Industrial Technology

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

REPORT: The proposed Gas Tungsten Arc Welding (Customized) Less Than One-Year Certificate serves the local welding industry and is designed for employed individuals who want to develop specific skills for specialization and employability. This is one of six customized certificates in the Welding Department and prepares students for welding mild steel, aluminum, and stainless steel. Gas tungsten arc welding is a very fine, high-purity type of welding commonly used in the manufacture and repair of equipment and tools in various industries (brewing/winemaking/distilling, medical and dental, food manufacturing, aerospace and aviation, etc.). Upon completion and certification, individuals will be prepared to repair and fabricate food-grade piping and fire suppressant systems in commercial kitchens and aircraft. Local employers of workers with these skills include Boeing, Precision Castparts, and A-dec. Completion of this 12-credit certificate provides a benchmark as students work towards their Welding AAS.

RECOMMENDATION: That the College be authorized to submit an application to the Oregon State Board of Education for the Gas Tungsten Arc Welding (Customized) Less Than One-Year Certificate for Portland Community College.



June 16, 2016

16-135

APPLY TO THE STATE BOARD OF EDUCATION FOR  
APPROVAL OF THE SHIELDED METAL ARC  
WELDING (CUSTOMIZED) LESS THAN ONE-YEAR  
CAREER PATHWAY CERTIFICATE

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

FINANCIAL  
RESPONSIBILITY: Irene Giustini, Division Dean, Math, Aviation and Industrial Technology

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

REPORT: The proposed Shielded Metal Arc Welding (Customized) Less Than One-Year Certificate serves the local welding industry and is designed for employed individuals who want to develop specific skills for specialization and employability. This is one of six customized certificates in the Welding Department and prepares students to weld mild steel to code-quality requirements. Upon completion and certification, individuals will be prepared to weld materials ranging from light to very heavy gages. The welding process focuses on mild steel applications such as rail cars, truck trailers, hand railings, and conveyers. Completion of this 12-credit certificate will provide a benchmark for students as work towards their Welding AAS.

RECOMMENDATION: That the College be authorized to submit an application to the Oregon State Board of Education for the Shielded Metal Arc Welding (Customized) Less Than One-Year Certificate for Portland Community College.

June 16, 2016

16-136

APPLY TO THE STATE BOARD OF EDUCATION FOR  
APPROVAL OF THE WIRE AND TIG WELDING LESS  
THAN ONE-YEAR CAREER PATHWAY CERTIFICATE

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

FINANCIAL  
RESPONSIBILITY: Irene Giustini, Division Dean, Math, Aviation and Industrial Technology

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

REPORT: The proposed Wire and TIG Less Than One-Year Career Pathway Certificate serves the local welding industry and is designed for employed individuals who want to develop specific skills for specialization and increased employability. This certificate allows students to focus their training in two commonly used process areas, wire and TIG. Both of these welding processes can require multiple certificates for the welder. The student needs in-depth study and practice in the technical aspects of these processes to meet workforce requirements. Upon completion and certification, individuals will be prepared to weld ferrous and non-ferrous metals such as aluminum, magnesium and copper alloys. This is one of six specialized certificates in the Welding Department and prepares students for wire and TIG welding. Completion of this 44-credit certificate will provide a benchmark as students work toward their Welding AAS.

RECOMMENDATION: That the College be authorized to submit an application to the Oregon State Board of Education for the Wire and TIG Welding Less than One-Year Career Pathway Certificate or Portland Community College.

June 16, 2016

16-137

APPLY TO THE STATE BOARD OF EDUCATION FOR  
APPROVAL OF THE WIRE WELDING (CUSTOMIZED)  
LESS THAN ONE-YEAR CAREER PATHWAY  
CERTIFICATE

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

FINANCIAL  
RESPONSIBILITY: Irene Giustini, Division Dean, Math, Aviation and Industrial Technology

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

REPORT: The proposed Wire Welding (Customized) Less Than One-Year Certificate serves the local welding industry and is designed for employed individuals who want to develop specific skills preparing them for specialization and ongoing employability. This is one of six specialized certificates in the Welding Department and prepares individuals for welding mild steel and aluminum. Wire welding is a very common type of welding process used in the manufacture and repair of equipment and tools in various industries. Upon completion and certification, individuals will be prepared to repair and fabricate rail cars, ships, barges, and structural steel. Local employers include Gunderson Inc., Vigor Industrial, Fought, and Canron. Completion of this 12-credit certificate provides a benchmark as students work toward their Welding AAS.

RECOMMENDATION: That the College be authorized to submit an application to the Oregon State Board of Education for the Wire Welding (Customized) Less Than One-Year Certificate for Portland Community College.

June 16, 2016

16-138

APPLY TO THE STATE BOARD OF EDUCATION FOR  
APPROVAL OF THE PIPE WELDING (CUSTOMIZED)  
LESS THAN ONE-YEAR CAREER PATHWAY  
CERTIFICATE

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

FINANCIAL  
RESPONSIBILITY: Irene Giustini, Division Dean, Math, Aviation and Industrial Technology

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

REPORT: The proposed Pipe Welding (Customized) Less Than One-Year Certificate serves the local welding industry and is designed for employed individuals to develop specific skills preparing them for specialization and employability. This is one of six specialized certificates in the Welding Department and trains students in multiple pipe welding applications. This certificate is furthermore for individuals who are already certified in gas tungsten arc and shielded metal arc welding. Upon completion and certification, individuals will be prepared to weld high-purity pipes in the computer chip industry as well as water, gas, and oil pipes. Completion of this 12-credit certificate will provide a benchmark as students work towards their Welding AAS.

RECOMMENDATION: That the College be authorized to submit an application to the Oregon State Board of Education for the Pipe Welding (Customized) Less Than One-Year Certificate for Portland Community College.

June 16, 2016

16-139

BOARD RESOLUTION FOR MANAGEMENT,  
CONFIDENTIAL AND EXECUTIVE SALARY AND BENEFIT  
ADJUSTMENTS FOR FY 2016-2017

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

APPROVED BY: Sylvia Kelley, Interim President

REPORT: This resolution adjusts the salary structure for Management, Confidential and Executive employees of the College and authorizes increases to the base salary of each individual employed in these three employee groups.

Survey data from multiple sources during the current year has been reviewed. The data comes from the 2016 Portland Area Cross Industry Survey, Government/Educations (Milliman); Northwest Management Salary Survey, Government/Education (Milliman); and the College and University Professional Association – Human Resources (CUPA-HR), Associates Granting Institutions and Top Executive and Officers/Public. The data from these sources show an average structure adjustment of 2.0% and an average individual incumbent salary adjustment of 2.9%.

RECOMMENDATION: That the Board of Directors approve for FY 2016-2017 the following adjustments:

An increase of 2.0% to the salary structure; plus

An increase of 2.9% applied to the salaries of each individual management, confidential and executive employee; and

A supplemental increase of 2% applied to the salaries of individual management and confidential employees whose salary still, after a significant period of time, remains below the midpoint of his/her salary grade after structure increases have been applied, provided that the supplemental increase does not place the employee above the midpoint of his/her salary range. In the event the application of the 2% supplemental increase places an eligible individual above the midpoint for his/her salary range, the employee shall instead receive only the percentage of increase necessary to

increase his/her salary to the midpoint of his/her salary range.

All such adjustment to be applied in accordance with Human Resources practice and to be effective as of the first pay period of FY 2016-2017.

That the college maximum monthly contributions for health insurance for Management, Confidential and Executive employees be increased based on the employee's elected tier of enrollment as follows: Employee only: \$730; Employee + spouse: \$1338; Employee + child(ren): \$1244; Family: \$1577. That the increase on maximum monthly health insurance contributions become effective with the September 2016 pay period (pay date October 1).

June 16, 2016

16-140

RESOLUTION ADOPTING THE PORTLAND COMMUNITY  
COLLEGE SUPPLEMENTAL BUDGET FOR THE 2015  
2017 BIENNIUM, AUTHORIZING TRANSFERS BETWEEN  
APPROPRIATION UNITS, CATEGORIES AND FUNDS;  
USE OF CONTINGENCY FUNDS; AND CHANGES IN  
TOTAL BUDGET AUTHORITY

PREPARED BY: Christina Day, Budget Manager, Financial Services

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

REPORT: In June 2015, the District adopted a biennial budget based on estimated fund balances and labor negotiation results. Staff now finds it necessary to present a supplemental budget to adjust the FY15-17 Adopted Budget for changes related to labor negotiations, finalization of the annual audit, changes in State of Oregon community college allocations and other minor adjustments.

The changes presented are necessary to ensure compliance with the requirement of Sections 294.463 (Transfer of appropriations within fund or between funds) and 294.471/294.473 (Supplemental Budgets) of the Oregon Revised Statutes. This budget amendment will not require an additional tax levy.

RECOMMENDATION: Staff recommends the Board of Directors approve this Resolution to amend the Biennial Fiscal Year 2015-17 Budget as outlined in the attached Exhibit A.

BE IT THEREFORE RESOLVED that the budget for the Portland Community College District as adopted for the 2015-17 biennium commencing July 1, 2015 is hereby amended as outlined in Exhibit A.

ADOPTED BY THE GOVERNING BOARD OF THE PORTLAND COMMUNITY COLLEGE DISTRICT THIS 16th DAY OF June 2016.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Sylvia Kelley  
Interim President

\_\_\_\_\_  
Deanna Palm  
Chair, Board of Directors

## EXHIBIT A

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
<b><u>GENERAL FUND</u></b>			
<b><u>REVENUES:</u></b>			
From local sources			
Property Tax - current year	\$59,004,227	0	\$59,004,227
Property Tax - prior year	1,453,482	0	1,453,482
Tuition and fees	207,216,559	0	207,216,559
Interest from investments	714,634	0	714,634
Other local sources	2,378,576	365,400	2,743,976
From state sources	162,754,776	11,139,806	173,894,582
Operating transfers in:			
From Contracts & Grants Fund	3,517,886	0	3,517,886
From CEU/CED	289,878	0	289,878
From PERS Internal Reserve	50,000	0	50,000
From Bookstore Fund	749,587	0	749,587
From Auxiliary Fund	39,390	0	39,390
From Student Financial Aid Fund	447,214	0	447,214
From Risk Mgmt Fund	0	425,288	425,288
From Print Center Fund	88,974	0	88,974
From Parking Operations Fund	796,886	0	796,886
From Food Services Fund	119,458	0	119,458
Total Operating Revenues	439,621,527	11,930,494	451,552,021
Beginning Fund Balance	23,954,507	(6,726,544)	17,227,963
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$463,576,034</b>	<b>\$5,203,950</b>	<b>468,779,984</b>
<b><u>BY APPROPRIATION UNIT:</u></b>			
<b><u>Program Areas</u></b>			
Sylvania	93,860,132	\$2,778,459	96,638,591
Rock Creek	63,033,362	\$2,244,704	65,278,066
Cascade	53,436,158	\$1,822,526	55,258,684
Southeast	21,878,830	\$2,988,469	24,867,299
Office of the President	10,113,466	\$577,844	10,691,310
Office of the Exec Vice President	16,995,590	(\$2,693,437)	14,302,153
Administrative Services	102,756,164	\$7,605,115	110,361,279
Academic & Student Affairs	46,040,202	\$2,230,915	48,271,117
Transfers	9,128,918	(\$300,000)	8,828,918
Contingency	29,163,570	(12,050,645)	17,112,925
Total Appropriation	446,406,392	5,203,950	451,610,342
Unappropriated Ending Fund Balance	17,169,642	0	17,169,642
<b>TOTAL GENERAL FUND REQUIREMENTS</b>	<b>463,576,034</b>	<b>5,203,950</b>	<b>468,779,984</b>



	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
<b><u>AUXILIARY FUND</u></b>			
<b><u>REVENUES:</u></b>			
Facilities Usage	\$664,840	0	\$664,840
Campus Activities	\$193,848	0	\$193,848
Transfers	1,000	0	\$1,000
Total Operating Revenues	\$859,688	\$0	\$859,688
Beginning Fund Balance	733,976	(83,679)	650,297
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$1,593,664</b>	<b>(\$83,679)</b>	<b>\$1,509,985</b>

**EXPENDITURES AND OTHER REQUIREMENTS:**

Facilities Usage	\$802,638	\$0	\$802,638
Campus Activities	\$256,224	\$0	\$256,224
Sustainability	\$15,000	\$0	\$15,000
Transfers	\$39,390	\$0	\$39,390
Contingency	155,336	(83,679)	71,657
<b>Sub-total</b>	<b>\$1,268,588</b>	<b>(\$83,679)</b>	<b>1,184,909</b>
Unappropriated Ending Fund Balance	325,076	0	\$325,076
<b>TOTAL AUXILIARY FUND REQUIREMENTS</b>	<b>\$1,593,664</b>	<b>(\$83,679)</b>	<b>\$1,509,985</b>

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
<b><u>CEU/CED FUND</u></b>			
<b><u>REVENUES:</u></b>			
CEU/CED Charges	11,818,273	0	11,818,273
Other local sources	3,081,639	0	3,081,639
Transfer	2,359,364	0	2,359,364
Total Operating Revenues	\$17,259,276	\$0	\$17,259,276
Beginning Fund Balance	796,643	(49,600)	747,043
<b>TOTAL REVENUES</b>	<b>\$18,055,919</b>	<b>(\$49,600)</b>	<b>\$18,006,319</b>

**EXPENDITURES AND OTHER REQUIREMENTS:**

Sylvania Campus	\$80,000	\$0	\$80,000
Workforce/Community Ed	17,146,549	\$321,021	\$17,467,570
Cascade Campus	89,492	\$2,934	\$92,426
Transfers	289,878	\$0	\$289,878
Contingency	450,000	(373,555)	76,445
<b>Sub-total</b>	<b>\$18,055,919</b>	<b>(\$49,600)</b>	<b>\$18,006,319</b>
Unappropriated Ending Fund Balance	0	0	\$0
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$18,055,919</b>	<b>(\$49,600)</b>	<b>\$18,006,319</b>

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
<b><u>CONTRACTS AND GRANTS FUND</u></b>			
<b><u>REVENUES:</u></b>			
Local Sources	13,298,077	0	13,298,077
State Sources	15,104,121	0	15,104,121
Federal Sources	35,557,714	0	35,557,714
Transfers	381,056	0	381,056
Total Operating Revenues	\$64,340,968	\$0	\$64,340,968
Beginning Fund Balance	0	1,823,718	1,823,718
<b>TOTAL REVENUES</b>	<b>\$64,340,968</b>	<b>\$1,823,718</b>	<b>\$66,164,686</b>

**EXPENDITURES AND OTHER REQUIREMENTS:**

State Grants	\$13,191,836	\$0	\$13,191,836
Federal Contracts	\$32,502,207	\$0	\$32,502,207
Local Contracts	\$12,937,393	\$0	\$12,937,393
Transfers	\$3,517,886	\$0	\$3,517,886
Contingency	2,191,646	1,823,718	4,015,364
<b>Sub-total</b>	<b>\$64,340,968</b>	<b>\$1,823,718</b>	<b>\$66,164,686</b>
Unappropriated Ending Fund Balance	0	0	\$0
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$64,340,968</b>	<b>\$1,823,718</b>	<b>\$66,164,686</b>

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
<b><u>STUDENT ACTIVITIES FUND</u></b>			
<b><u>REVENUES:</u></b>			
Student Activities Fee	3,695,633	0	\$3,695,633
Other local sources	440,000	0	\$440,000
Interest Income	2,500	0	\$2,500
Total Operating Revenues	\$4,138,133	\$0	\$4,138,133
Beginning Fund Balance	409,690	16,404	\$426,094
<b>TOTAL REVENUES</b>	<b>\$4,547,823</b>	<b>\$16,404</b>	<b>\$4,564,227</b>

**EXPENDITURES AND OTHER REQUIREMENTS:**

Sylvania Campus	\$1,336,749	\$8,864	\$1,345,613
Rock Creek Campus	\$1,100,486	\$2,783	\$1,103,269
Cascade Campus	929,114	\$47	\$929,161
Extended Learning Campus	587,784	\$3,248	\$591,032
District-wide programs	365,615	\$68,300	\$433,915
Contingency	228,075	(66,838)	\$161,237
<b>Sub-total</b>	<b>\$4,547,823</b>	<b>\$16,404</b>	<b>\$4,564,227</b>
Unappropriated Ending Fund Balance	0	0	\$0
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$4,547,823</b>	<b>\$16,404</b>	<b>\$4,564,227</b>

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
<b><u>STUDENT FINANCIAL AID FUND</u></b>			
<b><u>REVENUES:</u></b>			
Private Sources	2,830,134	0	\$2,830,134
Federal Sources	361,095,408	0	\$361,095,408
Interest	15,550	0	\$15,550
Transfers	1,548,066	0	\$1,548,066
Total Operating Revenues	\$365,489,158	\$0	\$365,489,158
Beginning Fund Balance	1,126,558	1,670,038	\$2,796,596
<b>TOTAL REVENUES</b>	<b>\$366,615,716</b>	<b>\$1,670,038</b>	<b>\$368,285,754</b>

**EXPENDITURES AND OTHER REQUIREMENTS:**

College Funded Programs	\$810,958	\$0	\$810,958
Federal Programs	\$364,252,494	\$0	\$364,252,494
Short Term Student Loans	275,050	\$0	\$275,050
Transfer	447,214	\$0	\$447,214
Contingency	830,000	1,670,038	\$2,500,038
<b>Sub-total</b>	<b>\$366,615,716</b>	<b>\$1,670,038</b>	<b>\$368,285,754</b>
Unappropriated Ending Fund Balance	0	0	\$0
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$366,615,716</b>	<b>\$1,670,038</b>	<b>\$368,285,754</b>

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
<b><u>CAPITAL PROJECTS FUND - 2000</u></b>			
<b><u>REVENUES:</u></b>			
Other Sources	400,000	0	\$400,000
Interest	100,000	0	\$100,000
Transfers	2,000,000	0	\$2,000,000
Total Operating Revenues	\$2,500,000	\$0	\$2,500,000
Beginning Fund Balance	8,096,833	(554,694)	\$7,542,139
<b>TOTAL REVENUES</b>	<b>\$10,596,833</b>	<b>(\$554,694)</b>	<b>\$10,042,139</b>

**EXPENDITURES AND OTHER REQUIREMENTS:**

Capital Outlay	\$7,795,000	(2,231,040)	\$5,563,960
Transfers	\$0	2,231,040	\$2,231,040
Contingency	800,000	(554,694)	\$245,306
<b>Sub-total</b>	<b>\$8,595,000</b>	<b>(\$554,694)</b>	<b>\$8,040,306</b>
Unappropriated Ending Fund Balance	2,001,833	0	\$2,001,833
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$10,596,833</b>	<b>(\$554,694)</b>	<b>\$10,042,139</b>

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
<b><u>CAPITAL CONSTRUCTION FUND - 2200</u></b>			
<b><u>REVENUES:</u></b>			
Interest	220,000	0	\$220,000
Proceeds from Bond Sales	0	0	\$0
State Sources	8,100,000	0	\$8,100,000
Other Revenues	350,000	0	\$350,000
Transfers	300,000	2,231,040	\$2,531,040
Total Operating Revenues	\$8,970,000	\$2,231,040	\$11,201,040
Beginning Fund Balance	121,490,349	(2,093,525)	\$119,396,824
<b>TOTAL REVENUES</b>	<b>\$130,460,349</b>	<b>\$137,515</b>	<b>\$130,597,864</b>

**EXPENDITURES AND OTHER REQUIREMENTS:**

Sylvania Campus	\$21,500,000	0	\$21,500,000
Cascade Campus	\$9,500,000	0	\$9,500,000
Rock Creek Campus	\$26,000,000	0	\$26,000,000
Southeast Campus	\$700,000	1,200,000	\$1,900,000
District-wide Projects	\$25,300,000	2,319,104	\$27,619,104
Bond Issuance Costs	\$0	0	\$0
Transfers	\$0	0	\$0
Contingency	40,000,000	(3,381,589)	\$36,618,411
<b>Sub-total</b>	<b>\$123,000,000</b>	<b>\$137,515</b>	<b>\$123,137,515</b>
Unappropriated Ending Fund Balance	7,460,349	0	\$7,460,349
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$130,460,349</b>	<b>\$137,515</b>	<b>\$130,597,864</b>

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
<b><u>COLLEGE BOOKSTORE FUND</u></b>			
<b><u>REVENUES:</u></b>			
Sale of Merchandise	24,986,251	0	\$24,986,251
Interest	182,815	0	\$182,815
Miscellaneous Income	261,554	0	\$261,554
Total Operating Revenues	\$25,430,620	\$0	\$25,430,620
Beginning Fund Balance	14,947,203	(295,371)	\$14,651,832
<b>TOTAL RESOURCES</b>	<b>\$40,377,823</b>	<b>(\$295,371)</b>	<b>\$40,082,452</b>

**EXPENDITURES AND OTHER REQUIREMENTS:**

Bookstore Operations	\$28,606,182	106,458	\$28,712,640
Transfers	\$3,249,587	0	\$3,249,587
Contingency	3,022,234	(401,829)	\$2,620,405
<b>Sub-total</b>	<b>\$34,878,003</b>	<b>(\$295,371)</b>	<b>\$34,582,632</b>
Unappropriated Ending Fund Balance	5,499,820	0	\$5,499,820
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$40,377,823</b>	<b>(\$295,371)</b>	<b>\$40,082,452</b>

**FOOD SERVICES FUND****REVENUES:**

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
Food Sales	12,147,173	0	\$12,147,173
Interest	4,185	0	\$4,185
Transfers	2,500,000	0	\$2,500,000
Total Operating Revenues	\$14,651,358	\$0	\$14,651,358
Beginning Fund Balance	314,448	(121,545)	\$192,903
<b>TOTAL REVENUES</b>	<b>\$14,965,806</b>	<b>(\$121,545)</b>	<b>\$14,844,261</b>

**EXPENDITURES AND OTHER REQUIREMENTS:**

Food Service Operations	\$13,987,701	77,714	\$14,065,415
Transfers	\$119,458	0	\$119,458
Contingency	858,647	(199,259)	\$659,388
<b>Sub-total</b>	<b>\$14,965,806</b>	<b>(\$121,545)</b>	<b>\$14,844,261</b>
Unappropriated Ending Fund Balance	0	0	\$0
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$14,965,806</b>	<b>(\$121,545)</b>	<b>\$14,844,261</b>

**PARKING OPERATIONS FUND****REVENUES:**

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
Parking Permits	4,971,742	0	\$4,971,742
Parking Fines	596,309	0	\$596,309
Misc Revenue	4,810,649	0	\$4,810,649
Interest	9,425	0	\$9,425
Transfers	104,290	0	\$104,290
Total Operating Revenues	\$10,492,415	\$0	\$10,492,415
Beginning Fund Balance	4,690,009	369,028	\$5,059,037
<b>TOTAL REVENUES</b>	<b>\$15,182,424</b>	<b>\$369,028</b>	<b>\$15,551,452</b>

**EXPENDITURES AND OTHER REQUIREMENTS:**

Operations	\$12,466,479	191,224	\$12,657,703
Transfers	\$1,096,886	0	\$1,096,886
Contingency	1,619,059	177,804	\$1,796,863
<b>Sub-total</b>	<b>\$15,182,424</b>	<b>\$369,028</b>	<b>\$15,551,452</b>
Unappropriated Ending Fund Balance	0	0	\$0
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$15,182,424</b>	<b>\$369,028</b>	<b>\$15,551,452</b>

**PRINT CENTER FUND****REVENUES:**

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
Internal Charges	1,046,158	0	\$1,046,158
External Charges	54,376	0	\$54,376
Copy Machine revenues	973,996	0	\$973,996
Misc revenues	149,800	0	\$149,800
Total Operating Revenues	\$2,224,330	\$0	\$2,224,330
Beginning Fund Balance	226,042	(107,944)	\$118,098
<b>TOTAL REVENUES</b>	<b>\$2,450,372</b>	<b>(\$107,944)</b>	<b>\$2,342,428</b>

**EXPENDITURES AND OTHER REQUIREMENTS:**

Operations	\$2,162,929	31,817	\$2,194,746
Transfers	\$88,974	0	\$88,974
Contingency	134,914	(76,206)	\$58,708
<b>Sub-total</b>	<b>\$2,386,817</b>	<b>(\$44,389)</b>	<b>\$2,342,428</b>
Unappropriated Ending Fund Balance	63,555	(63,555)	\$0
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$2,450,372</b>	<b>(\$107,944)</b>	<b>\$2,342,428</b>

**PERS INTERNAL SERVICE FUND****REVENUES:**

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
Charges to Depts	17,351,330	0	\$17,351,330
Interest	320,000	0	\$320,000
Total Operating Revenues	\$17,671,330	\$0	\$17,671,330
Beginning Fund Balance	26,769,065	(1,101,177)	\$25,667,888
<b>TOTAL REVENUES</b>	<b>\$44,440,395</b>	<b>(\$1,101,177)</b>	<b>\$43,339,218</b>

**EXPENDITURES AND OTHER REQUIREMENTS:**

Transfers	\$17,636,450	0	\$17,636,450
Contingency	200,000	0	\$200,000
<b>Sub-total</b>	<b>\$17,836,450</b>	<b>\$0</b>	<b>\$17,836,450</b>
Unappropriated Ending Fund Balance	26,603,945	(1,101,177)	\$25,502,768
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$44,440,395</b>	<b>(\$1,101,177)</b>	<b>\$43,339,218</b>

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
<b><u>RISK MANAGEMENT FUND</u></b>			
<b><u>REVENUES:</u></b>			
Charges to Depts	5,031,870	0	\$5,031,870
Insurance Reimbursements	48,636	0	\$48,636
Interest	129,580	0	\$129,580
Transfers	1,735,142	0	1,735,142
Total Operating Revenues	\$6,945,228	\$0	\$6,945,228
Beginning Fund Balance	4,290,206	(196,554)	\$4,093,652
<b>TOTAL REVENUES</b>	<b>\$11,235,434</b>	<b>(196,554)</b>	<b>\$11,038,880</b>

**EXPENDITURES AND OTHER REQUIREMENTS:**

Self-insurance and Risk Admin	\$5,677,462	(453,902)	\$5,223,560
Transfers	\$0	425,288	\$425,288
Contingency	759,774	28,614	\$788,388
<b>Sub-total</b>	<b>\$6,437,236</b>	<b>\$0</b>	<b>\$6,437,236</b>
Unappropriated Ending Fund Balance	4,798,198	(196,554)	\$4,601,644
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$11,235,434</b>	<b>(196,554)</b>	<b>\$11,038,880</b>

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
<b><u>EARLY RETIREMENT FUND</u></b>			
<b><u>REVENUES:</u></b>			
Interest	120,554	0	\$120,554
Transfers	1,000,000	(300,000)	\$700,000
Total Operating Revenues	\$1,120,554	(300,000)	\$820,554
Beginning Fund Balance	1,291,070	186,125	\$1,477,195
<b>TOTAL REVENUES</b>	<b>\$2,411,624</b>	<b>(113,875)</b>	<b>\$2,297,749</b>

**EXPENDITURES AND OTHER REQUIREMENTS:**

Other post-retirement benefits	\$1,334,848	(300,000)	\$1,034,848
Contingency	200,000	186,125	\$386,125
<b>Sub-total</b>	<b>\$1,534,848</b>	<b>(113,875)</b>	<b>\$1,420,973</b>
Unappropriated Ending Fund Balance	876,776	0	\$876,776
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$2,411,624</b>	<b>(113,875)</b>	<b>\$2,297,749</b>

**DEBT SERVICE (G.O. BOND) FUND****REVENUES:**

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
Property Tax - current	78,540,814	0	\$78,540,814
Property Tax - prior	1,013,242	0	\$1,013,242
Debt Proceeds from Refunding	0	0	\$0
Interest	148,254	0	\$148,254
Total Operating Revenues	\$79,702,310	\$0	\$79,702,310
Beginning Fund Balance	8,030,459	573,882	\$8,604,341
<b>TOTAL REVENUES</b>	<b>\$87,732,769</b>	<b>\$573,882</b>	<b>\$88,306,651</b>

**EXPENDITURES AND OTHER REQUIREMENTS:**

Debt Service - Principal	\$51,055,000	\$0	\$51,055,000
Debt Service - Interest	33,318,150	0	\$33,318,150
Defeased Bond Payment to Escrow	0	0	0
<b>Sub-total</b>	<b>\$84,373,150</b>	<b>\$0</b>	<b>\$84,373,150</b>
Unappropriated Ending Fund Balance	3,359,619	573,882	\$3,933,501
<b>TOTAL FUND REQUIREMENTS</b>	<b>\$87,732,769</b>	<b>\$573,882</b>	<b>\$88,306,651</b>



June 16, 2016

16-141

RESOLUTION TO APPROVE TO B202 BOARD POLICY  
ADDITION OF STUDENT REPRESENTATION ON THE  
PORTLAND COMMUNITY COLLEGE BOARD OF  
DIRECTORS (SECOND 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 B.

[PCC](#) / [About](#) / [Administration](#) / [Board](#) / [Policies](#) /

### **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.

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.

#### 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)





# 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.*