



Board of Directors **Meeting Agenda**

August 18, 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
August 18, 2016
Sylvania Campus
12000 SW 49th Avenue, Portland, OR 97219

AGENDA

- | | | |
|---------|--|----------------------|
| 4:00 PM | Work Session | CC 248 |
| | <ul style="list-style-type: none">• IT Update—Michael Northover• President's Goals—Sylvia Kelley | |
| 5:30 PM | Executive Session | CC 248 |
| | In accordance with ORS 192.660 (2), in accordance with ORS 192.660 (2), (a) Employment of a Public Official (e) Real Property Transactions, (f) Information Exempt from Public Disclosure (Attorney-Client Privilege) and (h) Litigation | |
| 6:30 PM | Board Dinner | CC Cafeteria |
| 7:30 PM | Call to Order—Business Session | CC Oak/Elm/Fir Rooms |
| | <ul style="list-style-type: none">• Introductions• Approval of Minutes – July 21, 2016• Approval of Agenda | |
| 7:35 PM | Swearing in of Elected Officials | |
| | <ul style="list-style-type: none">• Swear in Vice Chair | |
| 7:40 PM | Adjourn Business Session and Convene as Local Contract Review Board | |
| 7:40 PM | Public Hearing on Exemption from Competitive Bidding in accordance with ORS 279C.335 (2) and (5) | |
| | <ul style="list-style-type: none">• Linda Degman | |
| 7:50 PM | Public Comment on Exemption from Competitive Bidding (A sign-up sheet is on a table at the entrance of the meeting room.) | |
| 7:55 PM | Adjourn Local Contract Review Board and Reconvene as Business Meeting | |
| 7:55 PM | Information Sessions | |
| | <ul style="list-style-type: none">• Finance Update—Jim Langstraat (20 minutes)• Special Presentation—Deanna Palm (20 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.)

	<u>PERSONNEL</u>	<u>Page</u>
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	Academic Professional Appointments:	
	Linda Browning, Senior Community Resources Specialist, Science and Engineering Division, Sylvania Campus (Temporary)	
	Heather Galvez, Medical Laboratory Program Specialist, Allied Health, Emergency and Legal Services Division, Cascade Campus	
	Administrative Appointments:	
	Michael Kuehn, Transportation and Parking Supervisor, Finance and Administration	
	Eric Blumenthal, Associate Vice President/Finance, Finance and Administration	
	Luis Rodriguez-Garcia, Program Manager III, Adult Basic Skills, Liberal Arts and Pre-College Division, Southeast Campus (Temporary)	
	Retirees:	
17-009	Commendation of Retiring Employee – Gerald Brask, 17 years	014
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17-016	Approval of Contract for Mark Mitsui as College President of Portland Community College	021

BIDS/CONTRACTS

17-017	Request for Qualifications (RFQ) For - A College-Wide Facilities Master Plan: Phase 1	022
17-018	Revise Contract Amount for GBD Architects to Provide Architectural Services for the Sylvania Campus Building Renovations for the 2008 Bond Program.....	024
17-019	Authorize an Increase to Scott Edwards Architectural Service's Contract to Provide Architectural and Engineering Services Small Projects for 2008 Bond Program	026
17-020	Ratify Contract with Convergent Technologies to Provide Upgrade to the Emergency Alert and Notification System.....	028
17-021	Adopt Findings - Grant an Exemption from Competitive Bidding - Authorize Use of the Design Build Alternative Contracting Method for the Columbia County Building	030

BOARD

17-022	Apply to the State Board of Education for Approval of the Welding Certification Preparation (Customized) Less Than One-Year Career Pathway Certificate.....	039
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8:45 PM **Public Comment on Non-Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)

8:50 PM **Reports** (5 minutes each)

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

9:15 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

July 21, 2016
Newberg Center
135 Werth Blvd., Newberg, OR 97132

MINUTES

BOARD ATTENDANCE

Denise Frisbee, Jim Harper, Ken Madden, Chair Deanna Palm, Vice Chair Gene Pitts, and Michael Sonnleitner

WORK SESSION

The Board of Directors met in Work Session to discuss Strategic Planning.

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, (e) Real Property Transactions, (f) Information Exempt from Public Disclosure (Attorney-Client Privilege), (h) Litigation

CALL TO ORDER

Chair Palm called the business meeting to order at 7:30 pm and invited all present to introduce themselves.

APPROVAL OF THE MINUTES

The June 16, 2016 meetings minutes were approved as published. Pitts/Harper

APPROVAL OF THE AGENDA

The agenda was approved as published. Frisbee/Sonnleitner

SWEARING IN OF ELECTED OFFICIALS

A motion was made by Deanna Palm to elect Gene Pitts as Chair for the PCC Board of Directors for FY 2016-2017. The motion was seconded by Denise Frisbee and all approved.

Jim Harper asked for a motion to elect Kali Thorne-Ladd as Vice Chair for the PCC Board of Directors for FY 2016-2017. The motion was seconded by Ken Madden. Chair Palm called for discussion, being none, the motion was approved by all present.

Interim President Kelley swore Director Gene Pitts as Chair and Molly Walker as the Student Director. Director Thorne-Ladd will be sworn in as Vice Chair at the next meeting.

INFORMATION SESSIONS

The Board of Directors received updates from Lynn Quinn Montoya on the Newberg Center. Dr. Jessica Howard gave a brief update on Volunteer Literacy Tutoring.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS MEETING

Chair Palm proposed approval of Resolutions 17-001 through 17-007. Madden/Harper

PUBLIC COMMENT ON NON AGENDA ITEMS

REPORTS

Danese Jundt provided a report on behalf of the Classified Union. Molly Walker provided an update for the District Student Council.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:29 pm.

NEXT MEETING

The next business meeting of the Portland Community College Board of Directors will be held on August 18, 2016 at 7:30 PM at the Sylvia Campus.

Gene Pitts, Chair

Sylvia Kelley, Interim President

Prepared by:

Jeannie Moton, Executive Coordinator

Minutes approved on August 18, 2016.

August 18, 2016

17-008

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 (Temporary)– Linda Browning

Senior Community Resources Specialist

Science and Engineering Division, Sylvania Campus

Annual Salary: \$62,796 Grade: 4 Step: 11

Effective: July 21, 2016 to June 20, 2017

Education:	Eastern New Mexico University	MA, Psychology	1976
	Eastern New Mexico University	BA, Psychology	1975

Most Recent Experience: Portland Community College
Student Resource Specialist

Applicant Flow: Article 3.64 Appointment

2. Academic Professional Appointment– Heather Galvez

Medical Laboratory Program Specialist

Allied Health, Emergency and Legal Services Division, Cascade Campus

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

Effective: July 13, 2016

Education:	Portland State University	BS, Biology	2002
	Portland Community College	AAS, Medical Laboratory Technology	2013

Most Recent Experience: Portland Adventist Medical Center
Medical Laboratory Technologist

Applicant Flow:

Gender	Ethnicity
5 Male	8 White (not of Hispanic Origin)
10 Female	1 Black or African American
	2 Asian
	2 Native Hawaiian or Other Pacific Islander
	2 Not Disclosed
	<hr/> 15 Total

3. Administrative Appointment – Michael Kuehn

Transportation and Parking Supervisor

Finance and Administration

Annual Salary: \$70,000 Grade: H
July 21, 2016

Most Recent Experience: Portland Community College
Transportation Coordinator

Applicant Flow:		Ethnicity	
Gender			
12	Male	9	White (not of Hispanic Origin)
2	Female	2	Black or African American
2	Not Disclosed	2	Hispanic/Latino
		1	American Indian or Alaska Native
		2	Not Disclosed
		<hr/>	
		16	Total

4. Administrative Appointment– Eric Blumenthal

Associate Vice President/Finance
Finance and Administration

Annual Salary:	\$130,249	Grade:	P
Effective:	August 8, 2016		
Education:	University of Massachusetts	MBA, Business	
	Boston College	BS, Accounting	

Most Recent Experience: University of Western States
Vice President of Finance and Administration

Applicant Flow:		Ethnicity	
Gender			
6	Male	10	White (not of Hispanic Origin)
8	Female	1	Black or African American
1	Not Disclosed	1	Asian
		3	Not Disclosed
		<hr/>	
		15	Total

5. Administrative Appointment (Temporary)– Luis Rodriguez-Garcia

Program Manager III, Adult Basic Skills

Liberal Arts and Pre-College Division, Southeast Campus

Annual Salary:	\$90,116	Grade:	L
	July 18, 2016 to June 20, 2017		
Education:	Warner Pacific College	MS, Management and	2010
		Organizational Leadership	
	Oregon State University	BA, Spanish	1997

Most Recent Experience: Portland Community College
Student Outreach and Orientation Coordinator

Applicant Flow: Direct Appointment

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN *August 18, 2016* PERSONNEL REPORT**

Male	3	White (not of Hispanic Origin)	4
Female	2	Asian	1
	<hr/>		<hr/>
	5		5

August 18, 2016

17-009

COMMENDATION OF RETIRING EMPLOYEE –
GERALD BRASK

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Gerald Brask has performed faithfully in his duties as a Part Time Faculty and Full Time Instructor/Legal Assistant for Portland Community College since March 31, 1999. He retires effective August 31, 2016.

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

August 18, 2016

17-010

COMMENDATION OF RETIRING EMPLOYEE –
LUCINDA ESHLEMAN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Lucinda Eshleman has performed faithfully in her duties as a Coord/Academic Advising for Portland Community College since August 19, 1980. She retires effective August 19, 2016.

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

August 18, 2016

17-011

COMMENDATION OF RETIRING EMPLOYEE –
JAMES HARRISON

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: James Harrison has performed faithfully in his duties as a Part Time Faculty and Full Time Instructor/History & Political Science for Portland Community College since April 12, 1993. He retires effective June 10, 2016.

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

August 18, 2016

17-012

COMMENDATION OF RETIRING EMPLOYEE –
WENDY SHELDEN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Wendy Shelden has performed faithfully in her duties as a Full-time Instructor for Portland Community College since August 21, 2006. She retires effective September 1, 2016.

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

August 18, 2016

17-013

COMMENDATION OF RETIRING EMPLOYEE –
TRINH VU

PREPARED BY: Human Resource Department Staff

APPROVED BY: Sylvia Kelley, Interim President

REPORT: Trinh Vu has performed faithfully in her duties as an Employment Specialist, and Community Resource Specialist for Portland Community College since October 17, 1990. She retires effective July 29, 2016.

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

August 21, 2016

17-014

CONTINUOUS APPOINTMENT: FACULTY & 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:

Continuous

Appointments

Job Title

Michael Mackel

Instructor/Chemistry

August 18, 2016

17-015

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
Joe Gamble	Associate Maintenance Manager
Angela McMahon	Campus Technology Services Manager
Terry Nickerson	Information Security Manager

August 18, 2016

17-016

APPROVAL OF CONTRACT FOR MARK MITSUI AS
COLLEGE PRESIDENT OF PORTLAND
COMMUNITY COLLEGE

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

APPROVED BY: Gene Pitts, Chair, Board of Directors

REPORT: The Chairperson of the Board recommends adoption of the following resolution:

The Board has conducted a national search to find a President. The Board has agreed that Mark Mitsui has exhibited outstanding talents in academic leadership, community partnerships, fundraising and administration.

RECOMMENDATION: That the Board of Directors retain the services of Mark Mitsui as president of Portland Community College beginning August 29, 2016. That the Board execute an employment contract with Mr. Mitsui with the following terms: the contract shall be for three years, with a base salary of \$270,000 through June 30, 2019; salary for subsequent years to be determined by the Board; an automobile allowance of \$12,000 annually; and a general expense allowance of \$18,000 annually. The College shall provide a supplemental term life insurance policy of \$500,000. The President shall be entitled to other benefits available to other College Administrative staff as approved by the Board and provided in the contract.

August 18, 2016

17-017

REQUEST FOR QUALIFICATIONS (RFQ) FOR - A
COLLEGE-WIDE FACILITIES MASTER PLAN:
PHASE 1

PREPARED BY: Sandy Wanner, Buyer/Contract Specialist, Bond Program

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

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

REPORT: Portland Community College (PCC) invited qualified firms to submit proposals for the first phase of a College-wide Facilities Master Plan (FMP). The first phase services will include, but are not limited to project management, engineering, architecture, space utilization, planning, cost estimating, and public outreach, among other disciplines. The final plan will include a space inventory and utilization assessment, identified deferred maintenance and verification of capital improvement projects, a sustainability plan, IT plan, safety and security plan, high level estimated costs, and any needed assessment tools for ongoing monitoring by the College. The overall intent of Phase 1 of the FMP is to maximize space efficiencies, identify needed maintenance and building renovations, and confirm near-term growth projects.

The selected firm also may assist the College with an Academic Master Plan/Learning Master Plan. This is intended to be a comprehensive review of all academic programs available at PCC. It will serve as a guide toward achieving the College mission of student success and provide a decision-making frame work within the PCC learning community. The outcome will be in a form that can easily inform and lead into the second phase of the FMP, which would be an academically informed college wide master plan.

On May 6, 2016, a RFQ was advertised in the Daily Journal of Commerce, State of Oregon website (ORPIN) and was posted on the PCC Solicitation website. A total of 70 vendors registered and received a copy of the RFQ

document. Of the 70 vendors, there were 15 Oregon certified MWESB firms and 2 plan centers. At the bid closing time of 10:00 A.M., June 22, 2016, the College received five (5) bids. A committee, made up of representatives from Bond, FMS, and IT, reviewed the proposals and invited three (3) vendors to return for interviews. The interview committee consisted of representatives from academic services, dean of instruction, IT, Bond, FMS, and Transportation and Parking. Below is the list of firms and their final scores.

Proposer Name:	Score from the RFQ review:	Final score with the combined RFQ/Interview score:
OPSIS	480	1186
YGH	416	1092
SRG	452	1285

Note: Vendors are not MWESB certified.

After careful review, based on the proposer's information and fees/rates provided, staff recommends SRG Partnership, Inc., for contract award. SRG can provide the services needed to complete this project. It will take some time to negotiate the actual fee for all of this work. In the meantime, it is critical that we get started on the work. At this time we are requesting an initial authorization of \$250,000. Once we have negotiated the fee a resolution will be presented to the Board for authorization.

RECOMMENDATION: That the Board of Directors accept and award a contract to SRG Partnership, Inc., to provide the College-wide Facilities Master Plan: Phase 1 for 18 months. The initial contract total will be \$250,000.00 from the 2008 Bond Program.

August 18, 2016

17-018

REVISE CONTRACT AMOUNT FOR GBD ARCHITECTS TO
PROVIDE ARCHITECTURAL SERVICES FOR THE SYLVANIA
CAMPUS BUILDING RENOVATIONS FOR THE 2008 BOND
PROGRAM

PREPARED BY: Avelina Gulmatico, Procurement Coordinator, Bond Program

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

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

REPORT: On November 19, 2009, BA 10-030, the Board of Directors awarded the architectural services contract for the Sylvania Campus 2008 bond program to GBD Architects. Thereafter additional resolutions were approved (BA 10-057, 11-004, 11-068, 11-076 (admin. corr. in 11-130), 12-073, 13-068, 14-027, 15-145 and 16-044) to include additional scope and costs. To date the Board of Directors approved a contract total of \$12,062,361 for preliminary assessment, planning, programming, design and construction administration for numerous projects.

The Bond Program is requesting additional increase to existing GBD's contract to include the following scope and costs: A/E design fee for CC building district administration and print center renovations, cost of \$537,589; a design change order for site improvements project, cost of \$27,749; and an additional \$150,000 to cover moving and furniture coordination services through end of the Bond Program. GBD's consultant, Lancaster Logistics has been helping the Bond Program in the moving and furniture needs coordination, on an as needed basis. There are several projects currently in their calendar to complete such as the Sylvania CC Building moves (Print Center moving to swing space area, district office temporary relocation, ASPCC, and Advancement team); the Rock Creek Campus Building 3 and 9 moves and other miscellaneous projects.

RECOMMENDATION: That the Board of Directors authorize GBD Architects to provide continuation of architectural design services and increase their contract for the Sylvania Campus 2008 Bond

Program for an additional cost of \$715,338 and the revised contract total is \$12,927,699. Expenditures will be from the 2008 Bond Program funds.

August 18, 2016

17-019

AUTHORIZE AN INCREASE TO SCOTT EDWARDS
ARCHITECTURAL SERVICES'S CONTRACT TO
PROVIDE ARCHITECTURAL AND ENGINEERING
SERVICES SMALL PROJECTS FOR 2008 BOND
PROGRAM

PREPARED BY: Avelina Gulmatico, Procurement Coordinator, Bond Program

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

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

REPORT: As part of the 2008 Bond Program, the Board of Directors authorized Scott Edwards Architecture (SEA) to provide Architecture/Engineer services for small bond construction projects, on an as needed basis (BA 12-041). As of May 19, 2016 SEA has provided the following services for the 2008 Bond Program: Planning and Design services for Southeast Campus Child Development Center, cost of \$180,612; Planning and Design for the Rock Creek Campus Learning Garden, cost of \$29,885; Preliminary planning for RC Campus Child Development Center, cost of \$31,910; Southeast Campus bike shelter/repair and bus shelter/Kaiser fence, cost of \$122,270; and preliminary space planning and program development for disaster recovery room at Southeast Campus, cost of \$18,345. Totaling \$383,022.

The Bond Program requests a contract increase to include the Architecture/Engineering services for the new child development center at Rock Creek Campus, which will be an approximately 6,400 sq. ft. building. The project includes site improvements such as extension of existing utilities to serve the site, new storm water system, playground and fencing, parking spaces with new dedicated ADA parking stall and accessible path. The estimated proposed cost for this project is \$267,502.

RECOMMENDATION: That the Board of Directors authorizes an increase to Scott Edwards Architecture's contract to include the scope and

cost for the Rock Creek Campus new childcare development center, proposed cost of \$267,502 and a revised contract total with SEA of \$650,524. Funding is from with 2008 Bond Program.

August 18, 2016

17-020

RATIFY CONTRACT WITH CONVERGINT
TECHNOLOGIES TO PROVIDE UPGRADE TO THE
EMERGENCY ALERT AND NOTIFICATION SYSTEM

PREPARED BY: Avelina Gulmatico, Procurement Coordinator, Bond Program

FINANCIAL
RESPONSIBILITY: Derrick Foxworth, Director, Public Safety Department

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

REPORT: On November 15, 2007 (BA 08-031), the College Board of Directors approved the contract with Convergent Technologies based on a Request for Proposal process to hire a firm to install a Districtwide Emergency Alert and Notification System Equipment. In February, 2009 (BA 09-056), the Board of Directors declared Stimulus Projects as emergency contracts which allowed staff to continue to work with existing contractors. This emergency alert system was one of the projects approved under the stimulus funding and has been implemented at the College District.

Public Safety staff request authorization to continue working with Convergent Technologies for upgrading existing emergency alert system software and equipment that are currently no longer supported. The upgrade process will be done in two (2) phases: Phase 1, includes necessary services such as design, furnish, coordinate, install, configure, programming and commissioning an upgrade to the existing Cooper/Eaton WAVES7 2.4 Ghz system to the latest WAVES8.1 IP/900. The upgrade will be done at Sylvania Campus base station and one station at Cascade Campus. The total cost for Phase I upgrade is \$80,968; Phase 2, includes replacement and upgrade of the system/equipment of the remaining eight (8) integrated base stations located at the College District. The total cost for Phase 2 upgrade is \$259,200. The combined total exceeds the \$150,000 threshold, which requires formal procurement process and/or Board of Directors approval.

Convergent Technology has been selected based on their previous work, knowledge, experience and availability to

complete this project within the required timeline. The scope and costs for Phase 1 and 2 upgrade have been pre-approved by the District Vice President to meet the project schedule of September 2016.

RECOMMENDATION: That the Board of Directors approve and ratify the contract with Convergent Technologies for the completion of the emergency communication system upgrade (Phase 1 & 2) for a total cost of \$374,185 (includes a 10% project contingency). The contract is valid through June 30, 2017. Funding will covered by General Fund.

August 18, 2016

17-021

ADOPT FINDINGS - GRANT AN EXEMPTION FROM
COMPETITIVE BIDDING - AUTHORIZE USE OF THE
DESIGN BUILD ALTERNATIVE CONTRACTING METHOD
FOR THE COLUMBIA COUNTY BUILDING

PREPARED BY: Linda Degman, Director, Bond Program

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

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

REPORT: The 2008 Bond Program includes plans for capital improvements, renovations, and selected maintenance projects throughout the college service area. Due to constraints in overall funding Columbia County project was not included in the original plans of this Bond Program. Issuing of our two bonds brought in higher than anticipated premiums, therefore, the program has had the resources to add additional projects. The Columbia County project is one of the added projects. This project is estimated at approximately \$11 million, which includes \$5 million from the State.

Projects planned for Columbia County under this resolution include construction of a new center that will house advanced manufacturing training and general classrooms and site development.

The College has several critical needs related to the work going forward at the Columbia County center:

- The new center will be located in an undeveloped area that was just brought into the Urban Growth Boundary (UGB);
- The property purchase timeline has been extremely extended due to the requirements that the land be transferred from Columbia County to the City of Scappoose and that there be a master plan and subdivision plan for the whole area brought into the UGB;
- The project is schedule certain as we are receiving partial funding (\$5M) for this building from the State;

- Site utilities and new road extension will have to be done at the same time as the project is under construction;
- This site will be a new Advanced Manufacturing apprenticeship training center with programming beginning at another site and then moved to this site, which will have the project is complete. The interim site does will not have the all the amenities to meet the needs of the program/training;

There are also numerous goals for inclusivity for various College and community stakeholders. It is desired that this program include internship opportunities for students, and incorporate 'learning labs' in the design and construction process. Pre-apprenticeship participation, mentorship programs for small general contractors and MWESB participation are desired outcomes.

For this project it is desired that the Design/Build process be utilized, rather than the standard competitive Invitation to Bid process. The Oregon Public Contracting Code (ORS 279C.300) requires that all public improvement projects be procured through a competitive bid process. The PCC Board, acting as the Local Contract Review Board, may exempt the project from competitive bidding as long as certain findings required by ORS 279C.330 and 279C.335 are made and an authorized alternative contracting method is used (OAR 137-049-0600 to 137-049-0690). A design/build alternative contracting process is authorized under OAR 137-049-0670. A Design/Builder is selected through a competitive request for proposals ("RFP") process where factors such as experience, expertise, team of designer and contractor, and a demonstrated record of performance can be considered. The other benefit of a Design/Build process is that the contractor is the lead and partners with an architectural firm as part of the team during the design phase, assisting in design development, constructability review, value engineering, scheduling, and estimating. Through this process a guaranteed maximum price is developed. The Design/Builder is the general contractor during the construction phase and will manage the project from the start to finish.

Staff will come back to the Board for approval of the contract when a Design/Build team is selected through a

competitive RFP process with a Guaranteed Maximum price or not to exceed amount.

Findings:

- a. The Board finds that the Bond Program is well suited to the Design/Build contracting procedure, because the Columbia County Bond Program is complex and will require careful planning and coordination of multiple projects happening simultaneously, including managing site access and utilities, on site development, and construction of a new building. There is a tight timeframe to achieve all of this work. Further, the Program is envisioned as a team effort between PCC, the Design/Build Contractor and the Architectural team.
- b. The Board finds that PCC is knowledgeable and has a demonstrated capacity to manage the Design/Build process in all disciplines. PCC has previous experience utilizing design-build for the Willow Creek Center.
- c. The Board finds that this scope and magnitude of work requires careful planning and scheduling around the college's academic calendar, and that the public interest will be best served by establishing a construction methodology that encompasses that capability over the duration of the work.
- d. Pursuant to ORS 279.335(2)(a), the Board finds that utilizing the Design/Build process is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition because a competitive RFP process will be utilized to solicit the Design/Builder, the procurement will be formally advertised, competition will be obtained through competitive proposals, and evaluation and award will be based on identified selection criteria reviewed and ranked by a PCC team.
- e. Pursuant to ORS 279C.335(2)(b), the Board finds that utilizing the Design/Build process will result in substantial cost savings to PCC because:
 - i. The proposed team approach will improve communication and continuity, which the

Board expects will expedite decision making and reduce costly project delays;

- ii. Detailed constructability studies, evaluations of construction phasing, and developing options for procurement of materials is an efficient use of Design/Build resources and will result in cost and time savings. The contractor involvement at the inception of the project and leading the design will allow the project to stay within budget. As well, involvement in the design and constructability issues is also very efficient, and should enable thorough knowledge of the project and reduce the need for change orders or added costs during construction.
 - iii. The complexity of the project requires the skills of an experienced general contractor; and the use of the Design/Build procurement process will enable PCC to consider experience as part of the selection criteria;
 - iv. PCC expects to be able to take advantage of reduced architectural service fees as a result of the more streamlined Design/Build approach;
 - v. It is common practice in the industry to construct projects of this nature on a Design/Build basis where detailed planning, scheduling, and sequencing is required by the owner, and
 - vi. Historically, the Design/Build process helps reduce the number of change orders because the contractor is the lead during the design and planning phases.
- f. Pursuant to ORS 279C.335 (2) (b) (A-N), the Board makes the following specific findings in support of the above-noted findings:
- (A) How many persons are available to bid;
Based on previous PCC Bond construction contracts it is reasonable to anticipate between five to seven of those firms would

propose on the Columbia County project

(B) The construction budget and the projected operating costs for the completed public improvement;

The construction budget is set forth above in the project description. The operating budget is outlined in the business plan for the OMIC. Our buildings are designed to LEED standards and should substantially reduce long-term operating cost. This is one of the design goals of the project and having the contractor on board during at the beginning of the design phase will be a benefit to the development and constructability of the project.

(C) Public benefits that may result from granting the exemption;

Bringing the Design/Builder on as the lead of the project and at the beginning of the design phase promotes an early team approach that leads to continuous value engineering and improved constructability review, resulting in an improved final design. This will reduce change orders and limit delays during the construction phase. This benefits the public through cost savings, provides "guaranteed" costs, and is more likely to result in timely delivery of the project.

(D) Whether value engineering techniques may decrease the cost of the public improvement:

Value engineering is a routine practice in public improvement projects regardless of procurement method. The Design/Build delivery method allows for the general contractor and subcontractors with specialized expertise and common project goals to lead the value engineering process during the design phase, resulting in a more effective and efficient process as compared to value engineering by change order to a completed design. The inherent

flexibility and openness of the Design/Build process allows the College to more easily change the design and scope of work as necessary to meet the project budget before the final design is fixed. This is not something that the traditional bid process offers.

(E) The cost and availability of specialized expertise that is necessary for the public improvement:

The RFP process allows for review of contractor expertise not afforded in traditional procurement.

(F) Any likely increases in public safety:

The Design/Build process will enhance public safety because PCC will be able to consider the safety record of the contractors selected. This will be important due to the compacted schedule and multiple things happening on the site at one time.

(G) Whether granting the exemption may reduce risks to the contracting agency, the state agency or the public that are related to the public improvement;

Design/Build contract allows for the District to engage in early work agreements that give more insight and site verification of unforeseen conditions to the Architects, Contractors and District, as well as expediting the construction schedule by starting early work during the design phase.

(H) Whether granting the exemption will affect the sources of funding for the public improvement:

There will be no impact on the funding of this project due to utilization of the Design/Build process.

(I) Whether granting the exemption will better enable the contracting agency to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement:

Because the Design/Build process appoints the contractor at the beginning of the design, we are able to take advantage of market prices by facilitating early purchase of certain project elements, if needed. The essential added value of the Design/Build process is the real time market job costing from projects around the Portland market and the West Coast. This knowledge allows the contractor and architect time to discuss the approach to less costly complementary or alternative items.

For example, the contractor may provide early input that it is less expensive but equally advantageous. If the College bid this contract traditionally, after design completion, the College may not receive this timely cost saving input and would have to make an adjustment in the field, which would cost time and maybe only save a percentage of funds.

(J) Whether granting the exemption will better enable the contracting agency to address the size and technical complexity of the public improvement;

The Design/Build process will help deliver a successful Columbia County project. One of the biggest advantages of the Design/Build method is the ability to coordinate all technical work before construction. Being able to apply best practices with the Design team, College and the Contractor will make for a better product within the budget constraints.

As already described above, the areas of technical complexity include:

- 1. Multiple components of the project happening at one time**
- 2. Aggressive schedule to meet academic needs**
- 3. Budget constraints**
- 4. Ability to meet Board goals for MWESB contracting**

(K) Whether the public improvement involves new construction or renovates or remodels an existing structure;

This project is a new building on an unimproved site, with limited access, in a new area of the College District.

(L) Whether the public improvement will be occupied or unoccupied during construction;

The improvement is a new building so it will be unoccupied during the construction.

(M) Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions; and

At this time, we are planning on a single phase of construction work.

(N) Whether the contracting agency or state agency has, or has retained under contract, and will use contracting agency or state agency personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the contracting agency or state agency will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract.

The College's Procurement Department and Bond Program has department staff that have the necessary expertise with Design/Build to develop and utilize the

proposed contracting method. The College's outside legal counsel, Miller Nash Graham & Dunn LLP has extensive experience with the Design/Build alternative contracting method.

For these reasons, use of the Design/Build Alternative Contracting Method for the Columbia County Project is likely to result in substantial cost savings as compared to use of the standard/bid/build process within the meaning of ORS 279C.335(2)(b).

RECOMMENDATION: That the Board of Directors, acting as the Local Contract Review Board for the College, adopt the findings presented and grant an exemption from competitive bidding for the Columbia County project. Also, that the use of a Design/Build process be authorized as the alternative contracting method for the project. Funding for this project will be from the 2008 Bond Program.

August 18, 2016

17-019

APPLY TO THE STATE BOARD OF EDUCATION FOR
APPROVAL OF THE WELDING CERTIFICATION
PREPARATION (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: Elizabeth Lundy, Interim Vice President Academic Affairs
Sylvia Kelley, Interim President

REPORT: The proposed Welding Certification Preparation (Customized) Less Than One-Year Career Pathway Certificate serves the local welding industry and is designed for employed individuals who want to develop specific skills preparing them for welding certification. This is one of seven specialized certificates in the Welding Department. The unique nature of this certificate is that students, in collaboration with the welding faculty, determine a skill development plan which meets the individual and employer needs. The four courses required for the certificate are basic to advanced welding courses in which the content can be specialized to meet the requirements of specific welding certifications. Upon completion students will be prepared for welding certification and meet the unique needs of the individual and the employer. 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 Welding Certification Preparation (Customized) Less Than One-Year Career Pathway Certificate for Portland Community College.



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.