



Board of Directors **Meeting Agenda**

July 27, 2017

#think**PCC**first

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
July 27, 2017
Newberg Center
135 Werth Blvd., Newberg, OR 97132

AGENDA

- | | | |
|---------|--|---------------|
| 4:30 PM | Work Session | Rooms 115/116 |
| | <ul style="list-style-type: none">• Bond Finance Update• Bond Polling | |
| 5:30 PM | Board Dinner | Patio |
| 6:30 PM | Executive Session
In accordance with ORS 192.660 (2), in accordance with ORS 192.660 (2), (e) Real Property Transactions, (f) Information Exempt from Public Disclosure (Attorney-Client Privilege), (h) Litigation | |
| 7:00 PM | Call to Order | Rooms 115/116 |
| | <ul style="list-style-type: none">• Introductions• Approval of Minutes – June 15, 2017• Approval of Agenda | |
| 7:05 PM | Swearing in of Elected Officials | |
| | <ul style="list-style-type: none">• Swear in Zone 5 Director, Valdez Bravo• Election of 2017-2018 Chair and Vice Chair• Swear in Chair and Vice Chair | |
| 7:15 PM | Information Sessions | |
| | <ul style="list-style-type: none">• Newberg Center Update—Lynn Quinn (10 minutes)• Achieving the Dream—Mark Mitsui (10 minutes)• Strategic Initiative Updates<ul style="list-style-type: none">○ Grad Plan and University Transfer Enhancement—Traci Simmons and Kendra Cawley (10 minutes)○ Student Testing and Placement Process—Tammy Billick and Karen Sanders (10 minutes) | |
| 7:55 PM | Public Comment on Agenda Items (A sign-up sheet is on a table at the entrance of the meeting room.) | |
| 8:00 PM | Business Session | |

Non-Consent Agenda: Vote will be by poll of the Board of Directors.

18-001	Portland Community College, Multnomah, Clackamas, Columbia, Yamhill and Washington Counties, Oregon Calling a Measure Election for Not To Exceed \$185,000,000 of General Obligation Bonds; Approving a Ballot Title and Designating an Authorized Representative; Delegating the Submission of the Ballot Title and Related Matters.....	001
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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>
18-002	Approval of Personnel Actions–July 27, 2017	006
	Academic Professional Appointments:	
	Nancy Butler, Academic Advising Specialist, Office of the Dean of Student Development, Rock Creek	
	Luis Cisneros, Academic Advising Specialist, Office of the Dean of Student Development, Rock Creek Campus	
	Esther Forbyn, Sustainability Analyst, Finance and Administration	
	Bryant Royal, Vocational Trainer, Workforce, Economic and Community Development Division (Non-General Fund)	
	Amanda Sanford, Student Resource Specialist (Pre College Advisor), Business, Applied Technology and College Prep Division, Rock Creek Campus	
	Administrative Appointments:	
	Cheryl Arpan, Environmental Health and Safety Manager, Finance and Administration	
	Greg Contreras, College Assistance Migrant Program Director, Business, Applied Technology and College Prep Division, Rock Creek Campus	
	Michele Cruse, Interim Dean of Student Development, Office of the Campus President, Cascade Campus (Temporary)	
	Jeremy Estrella, Division Dean of Social Science, Communication and Health. Dean of Instruction, Rock Creek Campus	
	General Johnson, Manager, TRIO Program (Interim), Office of the Dean of Student Development, Cascade Campus (Temporary)	
	Albert Lee, Division Dean – Business and Computing, Dean of Instruction, Sylvania Campus	
	Vicky Lopez-Sanchez, Interim Associate Dean of Student Development, Office of the Dean of Student Development, Rock Creek Campus (Temporary)	

Marilyn McGuire, Division Dean, Health Professions and
Physical Education, Dean of Instruction, Sylvania
Campus

Karen Preston, Procurement Manager, Finance and
Administration (Temporary)

Laura Sanders, Associate Division Dean, Office of the
Dean of Instruction, Southeast Campus
(Temporary)

Traci Simmons, Associate Dean of Student
Development, Office of the Dean of Student
Development, Cascade Campus

Fan Yang, Manager of Enterprise Applications,
Information Technology

Retirees:

18-003	Commendation of Retiring Employee – Clarice Anderson (38 years)	013
18-004	Commendation of Retiring Employee – Marjorie Delaney (22 years)	014
18-005	Commendation of Retiring Employee – Rebecca Foster (22 years)	015
18-006	Commendation of Retiring Employee – Nancy Gray (19 years).....	016
18-007	Commendation of Retiring Employee – Pattie Hollamon (9 years)	017
18-008	Commendation of Retiring Employee – David Kercher (19 years).....	018
18-009	Commendation of Retiring Employee – Irene Reskin (4 years)	019
18-010	Commendation of Retiring Employee – Margaret Sherer (22 years)	020
18-011	Commendation of Retiring Employee – Glen Truman (29 years).....	021

Continuous Appointments:

18-012	Continuous Appointment: Faculty & Academic Professionals	022
18-013	Continuous Appointment: Administration	023

Personnel Contracts:

18-014	Approval for Robert Steinmetz as Vice President – Student Affairs	024
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BIDS/CONTRACTS

18-015	Accept Proposal and Award Contract for Commercial Property Management Services to Chris Balmes Properties, LLC.....	025
18-016	Ratify the Contract with Cherry City Electric to Provide Arc Fault Corrections Services at Rock Creek Campus	027
18-017	Reject the Bids Received for the Rock Creek Campus Boiler Replacement Project	029

18-018	Authorization to Contract with Xerox for Managed Print Services of Faculty and Staff Printers	031
	<u>BOARD</u>	
18-019	Ratification of Private Pilot Instructor Agreement Between Portland Community College and the Portland Community College Federation of Faculty and Academic Professionals	034
18-020	Apply to the State Board of Education for Approval of the Electric Power Generation AAS and Less Than One-Year Career Pathway Certificate for Portland Community College	036
18-021	Apply to the Oregon State Board of Education for Approval of Gerontology Advocacy Less Than One-Year Career Pathway Certificate	037
18-022	Portland Community College 2018 Distinguished Patron Award Nominee.....	038
18-023	Adopt Revised Debt Management Standards	040
18-024	Appoint Board of Directors Members for the Board Audit Committee	049
18-025	Authorization to Contract with Achieving the Dream.....	050

8:10 PM **Public Comment on Non-Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)

8:15 PM **Reports** (5 minutes each)

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

8:45 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

June 15, 2017
Sylvania Campus
12000 SW 49th Avenue, Portland, OR 97219

BOARD MEETING MINUTES

ATTENDANCE

Mohamed Alyajouri, Denise Frisbee, Jim Harper, Ken Madden, Deanna Palm, Michael Sonleitner and Molly Walker

WORK SESSION

The board met in Work Session at 6:01 pm.

Vanessa Wood provided an update on [Grants](#).

Rebecca Ocken provided an in-depth report on [Facilities Planning](#).

EXECUTIVE SESSION

The board met in executive session at 6:45 pm to discuss In accordance with ORS 192.660 (2), in accordance with ORS 192.660 (2), (d) labor negotiations.

Lisa Bledsoe discussed bargaining updates.

Executive session adjourned at 7:30 pm.

CALL TO ORDER

Vice Chair Harper called the business meeting to order at 7:35 pm and asked for introductions.

APPROVAL OF THE MINUTES

Vice Chair Harper asked for a motion to approve the May 18, 2017 meeting minutes. The meeting minutes were approved as published. Frisbee/Palm

APPROVAL OF THE AGENDA

The agenda was approved as published. Madden/Frisbee

**ADJOURN BUSINESS SESSION AND CONVENE AS
LOCAL CONTRACT REVIEW BOARD**

Public Hearing on Exemption from Competitive Bidding in accordance with ORS 279C.335 (2) and (5)

Tony Ischan provided a brief update on the project and scope of work. He noted that

using the same contractor used as a sub-consultant for Miller Nash would provide consistency for the project.

PUBLIC COMMENT ON EXEMPTION FROM COMPETITIVE

None

ADJOURN LOCAL CONTRACT REVIEW BOARD AND CONVENE AS COLLEGE BUDGET COMMITTEE

PUBLIC HEARING TO APPROVE THE ADOPTED BUDGET FOR FY 2017-19 BIENNIUM IN ACCORDANCE WITH ORS 294.406 (1)

Jim Langstraat provided a brief update on the budget from the April meeting. These steps are merely following the law. The final budget is still being worked on and will be submitted once bargaining is complete.

PUBLIC COMMENT ON PROPOSED PORTLAND COMMUNITY COLLEGE 2017-19 BIENNIUM BUDGET

None

ADJOURN COLLEGE BUDGET COMMITTEE MEETING AND RECONVENE BUSINESS SESSION

INFORMATION SESSIONS

WorkSystems, Inc.– Andrew McGough, Executive Director

Mr. McGough outlined the work that PCC and WSI do together. PCC and WSI have been partners since 1989. The community is better served when we work together. WSI has 5 centers across the metro area, with three of those being run by PCC staff at PCC locations. Within those Centers, staff do a lot of the prep work for community members seeking services to return to the workplace.

Career Pathways is a great partnership between us. WSI provides summer work priorities spots for PCC Future Connect students. On the industry side, WSI does most of the industry work based on growing sectors while offering pathways for advancement.

Director Palm asked if there is something that PCC can do to amplify our touch on issues for employers. He responded that he is open to looking at doing that but capacity is an issue for WSI. Director Frisbee commented that she appreciated WSI's work with Launch Code. Director Alyajouri asked about the increase in healthcare jobs, and how changes to the ACA will effect that. Director Madden asked how easy it is for employers to fill their needs at PCC. Mr. McGough noted that Marc Goldberg is his single point of contact for the college and has been a tremendous benefit for the College.

Oregon Community College Association—Andrea Henderson, Executive Director

A transfer bill is working its way through the legislative system. This bill would map a major for three degrees. This will help a student transfer as a junior to a four-year university.

The Oregon Promise still has a lot of unknowns how it will work. The legislature is allocating \$40 million to continue it, but that is not enough considering tuition increases. There is a conversation to raise the GPA requirement, but OCCA is asking that there be no GPA requirement. Another option would be to put an income cap in the requirements. There is a work group that has been convened to talk about state-level governance for education. Nothing is likely to go anywhere this session. OCCA would like to make sure that this is not a governing board.

Director Madden asked why Oregon Promise couldn't be tied to certain career fields to encourage students to go into fields where there is high demand. Director Frisbee noted that the funds for counselors in the first round will not be included in this round.

Legislative Update – Emma Kallaway

Emma started by thanking the board members who have taken the time to engage in legislative session.

This session there were three goals. These were increasing the CCSF, securing capital construction and seeing that our priority bills pass. The transportation package is important to PCC as we are in the metro area. These were outlined in the [presentation](#).

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS MEETING

Vice Chair Harper proposed approval of Resolutions 17-110 through 17-139.
Sonnleitner/Frisbee

Vice Chair Harper asked for a roll call vote for Resolution 17-140.

Alyajouri	YES
Frisbee	YES
Harper	YES
Madden	YES
Palm	YES
Sonnleitner	YES

Resolution 17-140 passed.

PUBLIC COMMENT ON NON AGENDA ITEMS

Kien Truong, thanked Molly Walker for her work as DSC Chair and serving as the Student Board Member.

Ron Herbison, ASPCC, District Student Council Vice Chair introduced himself to the board members.

REPORTS

Students

Molly Walker noted that the DSC had their transition meeting last week. Molly thanked those who attended the meeting. They mentioned how grateful they were for the opportunity to serve as the student board member.

Faculty and Academic Professionals

Heidi Edwards provided updates for Frank Goulard. She reported that everyone is busy on campus with spring term finals, grading and students preparing to enroll for summer and fall terms. We have approximately 900 students and 200 faculty/staff participating in Friday's 2017 PCC Commencement at Memorial Coliseum. This is a great event to celebrate the hard work of our students and all who have helped them get to this momentous occasion.

While this term comes to an end, and the summer tends to be a little quieter on campus, we are seeing an increase in students in our student services offices as they prepare to enroll for either summer or fall terms. Kudos to the APs and Classified staff that keep those services running through the summer months.

She thanked Andrew McGough from WorkSystems, Inc. for presenting this evening and highlighting the great partnerships and programs we are providing together. Often forgotten in our conversations are the exceptional APs, Faculty, and Classified staff that support these workforce development programs. I just want to recognize them, as they too, continue services through the summer and as Andrew mentioned, their programs offer great opportunities to enroll new students.

Finally, throughout the year, many faculty and APs have been actively engaged in conversations and meetings with lawmakers to address our need for better community college funding. We have been personally sharing our stories, making phone calls, testifying to committees, and attending rallies in Salem and locally to advocate for better education funding and the need for a revenue package that further holds corporations accountable. Even though the academic year is coming to an end, we all need to continue these efforts and pressure our lawmakers as they make final decisions leading up the adoption of a state budget.

Classified Union

Jeff Grider reported that big data is working, he keeps seeing ads for PCC pop up on articles on his phone. He thanked the remaining and new members of the board for hanging in there throughout this very eventful year. Particularly, our Student Board Member Molly Walker, who has been very active in all their various roles during these turbulent times.

He stated that most college employees are feeling the pressure of the end of the year, and it's no different from the Union perspective. The 2 Federations finished up our joint Spring Term lunch meetings on the 8 main Campuses and Centers. Negotiations on Salary and Benefits are moving along, although we're in a bit of a holding pattern until we know how much money we're getting from the state.

Next Wednesday is the Classified Professional Development Retreat at Rock Creek. Board members are invited to attend the morning breakfast and if several are available, hold a meet and greet session during one or more of the workshop periods.

Board

Vice Chair Harper thanked Molly Walker for her work over the last year.

President

Mark Mitsui thanked board members for attending various events over the past month. He provided an update to the board on Achieving the Dream and the intention to become a member. He also updated the board on the STEP committee and the work being done around increasing enrollment for Fall term. A brief update on OWIB was shared. He thanked Ken Madden for his service as a board member for the past 4 years and relayed a message from Chair Thorne-Ladd.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:26 pm.

Jim Harper, Vice Chair

Mark Mitsui, College President

Prepared by:

Jeannie Moton, Executive Coordinator

Minutes approved on July 20, 2017.

July 27, 2017

18-001

PORTLAND COMMUNITY COLLEGE, MULTNOMAH, CLACKAMAS, COLUMBIA, YAMHILL AND WASHINGTON COUNTIES, OREGON CALLING A MEASURE ELECTION FOR NOT TO EXCEED \$185,000,000 OF GENERAL OBLIGATION BONDS; APPROVING A BALLOT TITLE AND DESIGNATING AN AUTHORIZED REPRESENTATIVE; DELEGATING THE SUBMISSION OF THE BALLOT TITLE AND RELATED MATTERS

PREPARED BY: Sylvia Kelley, Executive Vice President

FINANCIAL RESPONSIBILITY: Jim Langstraat, Vice President, Finance and Administration

APPROVED BY: Mark Mitsui, College President

REPORT: The District is authorized pursuant to the Constitution and Statutes of the State of Oregon, specifically Oregon Revised Statutes Chapters 341 and 287A to issue general obligation bonds for capital costs.

The District adopts this resolution, subject to voter approval, to authorize the District to contract bonded indebtedness to provide funds to finance the costs of the Project and pay bond issuance costs.

RECOMMENDATION: That the Board of Education adopts Resolution 18-001 as specified in Exhibit A to call a measure election for November 7, 2017 and delegate submission of the ballot title and explanatory statement.

A RESOLUTION OF PORTLAND COMMUNITY COLLEGE, MULTNOMAH, CLACKAMAS, COLUMBIA, YAMHILL AND WASHINGTON COUNTIES, OREGON, CALLING A MEASURE ELECTION TO SUBMIT TO THE ELECTORS OF THE DISTRICT THE QUESTION OF CONTRACTING GENERAL OBLIGATION BONDED INDEBTEDNESS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$185,000,000 TO FINANCE CAPITAL COSTS; AND RELATED MATTERS.

WHEREAS, the Board of Education (the "Board") of Portland Community College, Multnomah, Clackamas, Columbia, Yamhill and Washington Counties, Oregon, (the "District") has determined that a need exists for the District to finance capital costs, as more fully described in the notice of measure election attached hereto as Exhibit B (the "Project") and pay bond issuance costs; and

WHEREAS, the costs of the Project and issuance costs are estimated to be not more than \$185,000,000; and

WHEREAS, the District anticipates incurring expenditures (the "Expenditures") to finance the costs of the Project and wishes to declare its official intent to reimburse itself for any Expenditures it may make from its general funds on the Project from the proceeds of voter-approved general obligation bonds which may be issued as tax-exempt obligations or qualified tax credit bonds; and

WHEREAS, ORS 341.675, as amended, subject to voter approval, authorizes the District to contract bonded indebtedness to provide funds to finance the costs of the Project and to pay bond issuance costs;

NOW, THEREFORE, the Board of Education of Portland Community College, Multnomah, Clackamas, Columbia, Yamhill and Washington Counties, Oregon, resolves as follows:

1. The measure election is hereby called for the purpose of submitting to the electors of the District the question of contracting general obligation bonded indebtedness in the name of the District in an amount not to exceed \$185,000,000 (the "Bonds"). Bond proceeds will be used to finance the Project and pay all Bond issuance costs. The Bonds shall mature over a period of not more than sixteen (16) years from the date of issue and may be issued in one or more series.

2. The measure election hereby called shall be held in the District on the 7th day of November, 2017. As authorized by the County Clerks of Multnomah, Clackamas, Columbia, Yamhill and Washington Counties, Oregon, and the Oregon Secretary of State, the election shall be conducted by mail pursuant to ORS 254.465 and 254.470.

3. The District authorizes the President, Executive Vice President or Vice President of Finance and Administration (each an "Authorized Representative") or

his/her designee to submit the final ballot title and explanatory statement and to take such further action as is necessary to carry out the intent and purposes herein in compliance with the applicable provisions of law.

4. The Authorized Representative shall cause to be delivered to the Election Officer of Multnomah County, Oregon (the "Election Officer"), a Notice of Measure Election (the "Notice") in substantially the form of, attached hereto as Exhibit B, which shall be approved and filed by the Authorized Representative of the District, not later than September 7, 2017, (sixty-one (61) days prior to the election date).

5. The District hereby declares its official intent pursuant to Treasury Regulation Section 1.150-2 to reimburse itself with the proceeds of the Bonds for any of the Expenditures incurred by it prior to the issuance of the Bonds.

7. The law firm of Hawkins Delafield & Wood LLP, is hereby appointed to serve as Bond Counsel with respect to the issuance of the Bonds. The District will pay the fees and expenses of Bond Counsel from Bond proceeds.

ADOPTED by the Board of Directors of Portland Community College, Multnomah, Clackamas, Columbia, Yamhill and Washington Counties, Oregon this ____ day of _____, 2017.

**PORTLAND COMMUNITY COLLEGE,
MULTNOMAH, CLACKAMAS, COLUMBIA,
YAMHILL AND WASHINGTON COUNTIES,
OREGON**

By: _____
Kali Thorne-Ladd, Chair
Board of Directors

ATTEST:

By: _____
Mark Mitsui, College President

CAPTION: (10 WORD LIMIT)

Bonds to construct job training space, improve classrooms, safety, technology.

QUESTION: (20 WORD LIMIT)

Shall Portland Community College construct, expand, modernize facilities; estimated to maintain current tax rate by issuing \$185 million in bonds? If the bonds are approved, they will be payable from taxes on property or property ownership that are not subject to the limits of sections 11 and 11b, Article XI of the Oregon Constitution.

SUMMARY: (175 WORD LIMIT)

Projects expected to be financed with bond funds include:

- Construction and improvements to provide students with up-to-date job training spaces;
- Acquisition of modern technology and equipment;
- Improvements to transit and disability access;
- Projects to increase facility lifespan and efficiency through energy efficiency, heating, ventilation, air conditioning, electrical, plumbing, and sustainability improvements;
- Site improvements, demolition, furnishing, equipping, acquiring or purchasing land, bond issuance costs;
- Modernizing the Portland Metropolitan Workforce Training Center;
- Improving the Sylvania Campus Health Technology Building and Health Inter-Professional Training Facility;
- Constructing child care facility on Rock Creek campus;
- Upgrading Cascade Public Safety Building and enhancing safety and security district wide.

If bonds approved, matching state funds of \$8 million would be available to reduce overall cost to taxpayers.

PCC will conduct, issue annual audits to ensure funds used as intended.

Bonds would mature in not to exceed 16 years from issuance. Bond cost estimated to maintain fiscal year 2017 rate of 40 cents per \$1,000 of assessed value. Actual rates may differ and depend on interest rates incurred and assessed value growth.

The following authorized District Official hereby certifies the above ballot title is true and complete:

Signature of authorized District Official

Date signed

Printed name of authorized District Official

Title

July 27, 2017

18-002

APPROVAL OF PERSONNEL ACTIONS

PREPARED BY: The Human Resources Department Staff

APPROVED BY: Mark Mitsui, College 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– Nancy Butler

Academic Advising Specialist

Office of the Dean of Student Development, Rock Creek Campus

Annual Salary: \$45,450 Grade: 3 Step: 3

Effective: July 10, 2017

Education: University of California Santa Barbara BA, Developmental Psychology

Most Recent Experience: Portland Community College
Academic Advisor

Applicant Flow:

Gender

Ethnicity

55	Female	5	Asian
31	Male	1	Black or African American
5	Not Disclosed	4	Hispanic/Latino
		20	Not Disclosed
		6	Two or More Selections
		55	White
		91	Total

2. Academic Professional Appointment– Luis Cisneros

Academic Advising Specialist

Office of the Dean of Student Development, Rock Creek Campus

Annual Salary: \$45,450 Grade: 3 Step: 3

Effective: July 10, 2017

Education: Western Oregon University BS, Sociology
Chemeketa Community College AA, Transfer

Most Recent Experience: Chemeketa Community College
Academic Advisor

Applicant Flow:

Gender

Ethnicity

55	Female	5	Asian
31	Male	1	Black or African American
5	Not Disclosed	4	Hispanic/Latino

20	Not Disclosed
6	Two or More Selections
55	White
<hr/>	
91	Total

3. Academic Professional Appointment –**Esther Forbyn**

Sustainability Analyst

Finance and Administration

Annual Salary: \$42,429

Grade: 3

Step: 1

Effective: June 13, 2017

Education: Reed College

BA, Environmental Studies-

History

Portland Community College AA, General Studies

Most Recent Experience: Chemeketa Community College

Academic Advisor

Applicant Flow:

Gender

Ethnicity

16 Female

3 Asian

15 Male

1 Black or African American

0 Not Disclosed

1 Hispanic/Latino

4 Not Disclosed

0 Two or More Selections

22 White

31 Total

4. Academic Professional Appointment (NonGeneral Fund)– **Bryant Royal**

Vocational Trainer

Workforce and Community Development

Annual Salary: \$41,231

Grade: 2

Step: 2

Effective: July 3, 2017

Education: Concordia University

MAT, Teaching

University of Oregon

BA, Geography

Most Recent Experience: Portland Community College

Vocational Trainer (Temporary)

Applicant Flow:

Gender

Ethnicity

8 Female

0 Asian

4 Male

0 Black or African American

1 Not Disclosed

1 Hispanic/Latino

1 Native Hawaiian or Other Pacific Islander

1 Not Disclosed

0 Two or More Selections

10 White

13 Total

5. Academic Professional Appointment –**Amanda Sanford**

Most Recent Experience: College
Oregon State University
Academic Counselor and Tutor Coordinator

Applicant Flow:

Gender

Ethnicity

21	Female	3	Asian
21	Male	2	Black or African American
2	Not Disclosed	25	Hispanic/Latino
		4	Not Disclosed
		1	Two or More Selections
		9	White
		44	Total

8. Administrative Appointment (Temporary)– Michele Cruse

Interim Dean of Student Development

Office of the Campus President, Cascade Campus

Annual Salary: \$80,079 Grade: M

July 1, 2017 to June 30, 2018

Education: Portland State University MS, Public Administration

University of Pittsburg BA, Public Administration

Most Recent Experience: Portland Community College
TRiO Student Support Services Program Director

Applicant Flow: Direct Appointment

9. Administrative Appointment – Jeremy Estrella

Division Dean of Social Science, Communication and Health

Dean of Instruction, Rock Creek Campus

Annual Salary: \$87,873 Grade: N

Effective: August 1, 2017

Education: California State University MA, Communications Studies

BA, Speech Communication

Merced Community College AA, General Studies

Most Recent Experience: Portland Community College
Faculty Instructor and Chair

Applicant Flow:

Gender

Ethnicity

19	Female	3	Asian
42	Male	6	Black or African American
1	Not Disclosed	7	Hispanic/Latino
		4	Not Disclosed
		1	Two or More Selections
		41	White
		62	Total

10 Administrative Appointment (Temporary)– General Johnson

Manager, TRIO Program (Interim)

Office of the Dean of Student Development, Cascade Campus

Annual Salary: \$66,021 Grade: K

Effective: July 1, 2017 to June 30, 2018

Education: National University of Medicine ND, Naturopathic Medicine
Central State University BS, Biology/Chemistry

Most Recent Experience: Portland Community College
Student Resource Specialist

Applicant Flow: Direct Appointment

11 Administrative Appointment – Albert Lee

Division Dean – Business and Computing

Dean of Instruction, Sylvania Campus

Annual Salary: \$97,750 Grade: N

Effective: August 1, 2017

Education: George Washington University JD, Law
Law School
Creighton University BA, History
BA, Political Science

Most Recent Experience: Portland Community College
Special Projects for Dean of Instruction, Cascade Campus
Counselor and Tutor Coordinator

Most Recent Experience: One Plum Design, LLC
Principal/Owner

Applicant Flow:

Gender

Ethnicity

7 Female	2 Asian
17 Male	2 Black or African American
1 Not Disclosed	0 Hispanic/Latino
	3 Not Disclosed
	1 Two or More Selections
	17 White
	<hr/> 25 Total

12 Administrative Appointment (Temporary) – Vicky Lopez-Sanchez

Interim Associate Dean of Student Development

Office of the Dean of Student Development, Rock Creek Campus

Annual Salary: \$88,500 Grade: M

Effective: July 3, 2017 to December 29, 2017

Education: Portland State University MA, Educational Policy,
Foundation and Administration
BA, Human Resource
Management

Most Recent Experience: Portland Community College
Student Support Services Program Director

Applicant Flow: Direct Appointment

13. Administrative Appointment – Marilyn McGuire

Division Dean, Health Professions and Physical Education
Dean of Instruction, Sylvania Campus

Annual Salary: \$114,092 Grade: N

Effective: June 21, 2017

Education: Oregon Health Sciences University MSN, Nursing
BSN, Nursing

Most Recent Experience: Portland Community College
Interim Division Dean of Health Professions and Physical Education

Applicant Flow:

Gender

Ethnicity

12 Female	1 Asian
13 Male	0 Black or African American
1 Not Disclosed	3 Hispanic/Latino
	3 Not Disclosed
	1 Two or More Selections
	18 White
	26 Total

14. Administrative Appointment (Temporary)– Karen Preston

Procurement Manager
Finance and Administration

Annual Salary: \$97,860 Grade: M

Effective: July 3, 2017 to June 30, 2018

Education: Oregon State University BS, Communication

Most Recent Experience: Multnomah County Department of County Assets
Supervisor, Purchasing and Contracting

Applicant Flow: Direct Appointment

15. Administrative Appointment (Temporary)– Laura Sanders

Associate Division Dean
Office of the Dean of Instruction, Southeast Campus

Annual Salary: \$81,500 Grade: M

Effective: July 10, 2017 to July 9, 2018

Education: University of Southern California PhD, English
University of Southern California MA, English

Most Recent Experience: Portland Community College
Instructor, Writing (Adjunct)

Applicant Flow: Direct Appointment

16. Administrative Appointment – Traci Simmons

Associate Dean of Student Development
Office of the Dean of Student Development, Cascade Campus

Annual Salary: \$82,157 Grade: M

Effective: June 16, 2017

Education: Concordia University MED, Educational Leadership
 Portland State University BS, Health Science
 Portland Community College AS, Transfer
 Most Recent Experience: Portland Community College
 Associate Dean of Student Development (Interim)

Applicant Flow:
 Gender Ethnicity
 17 Female 1 Asian
 15 Male 4 Black or African American
 1 Not Disclosed 5 Hispanic/Latino
 4 Not Disclosed
 0 Two or More Selections
 19 White
 33 Total

17. Administrative Appointment – Fan Yang

Manager of Enterprise Applications
 Information Technology

Annual Salary: \$90,000 Grade: K

Effective: July 17, 2017

Education: Montana State University MS, Computer Science
 Sichuan University BS, Computer Science

Most Recent Experience: Intel
 Software Engineer Manager (Senior)

Applicant Flow:
 Gender Ethnicity
 3 Female 2 Asian
 21 Male 2 Black or African American
 0 Not Disclosed 0 Hispanic/Latino
 3 Not Disclosed
 0 Two or More Selections
 17 White
 24 Total

**ETHNIC AND GENDER DESCRIPTION OF STAFF
 PROPOSED TO BE HIRED IN JULY 27, 2017 PERSONNEL REPORT**

Male	6	White (not of Hispanic Origin)	7
Female	11	Black or African American	3
	17	Asian	1
		Hispanic/Latino	4
		Two or More Selections	1
		Not Disclosed	1
			17

July 27, 2017

18-003

COMMENDATION OF RETIRING EMPLOYEE –
CLARICE ANDERSON

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Clarice Anderson has performed faithfully in her duties as a Clerk/Word Processor, Public Safety Officer, Financial Services Assistant, Financial Aid Specialist I and Coordinator/Financial Aid for Portland Community College since March 8, 1979. She retires effective July 20, 2017.

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

July 27, 2017

18-004

COMMENDATION OF RETIRING EMPLOYEE –
MARJORIE DELANEY

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Marjorie Delaney has performed faithfully in her duties as a Nursing Instructor for Portland Community College since November 20, 1995. She retires effective July 30, 2017.

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

July 27, 2017

18-005

COMMENDATION OF RETIRING EMPLOYEE –
REBECCA FOSTER

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Rebecca Foster has performed faithfully in her duties as an OSS 3, 4, & 5, Resource Support Assistant IV, and Data Base Coordinator for Portland Community College since April 10, 1995. She retires effective June 30, 2017.

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

July 27, 2017

18-006

COMMENDATION OF RETIRING EMPLOYEE –
NANCY GRAY

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Nancy Gray has performed faithfully in her duties as an Instructor Support Tech I & IV for Portland Community College since January 5, 1998. She retires effective June 29, 2017.

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

July 27, 2017

18-007

COMMENDATION OF RETIRING EMPLOYEE –
PATTIE HOLLAMON

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Pattie Hollamon has performed faithfully in her duties as a Human Resources Representative for Portland Community College since July 14, 2008. She retires effective June 30, 2017.

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

July 27, 2017

18-008

COMMENDATION OF RETIRING EMPLOYEE –
DAVID KERCHER

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: David Kercher has performed faithfully in his duties as an Airframe & Power Mech Instructor and Aviation Maintenance Tech Instructor for Portland Community College since January 26, 1998. He retires effective June 30, 2017.

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

July 27, 2017

18-009

COMMENDATION OF RETIRING EMPLOYEE –
IRENE RESKIN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Irene Reskin has performed faithfully in her duties as a Vocational Trainer, and Casual Employee for Portland Community College since August 9, 2013. She retires effective July 11, 2017.

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

July 27, 2017

18-010

COMMENDATION OF RETIRING EMPLOYEE –
MARGARET SHERER

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Margaret Sherer has performed faithfully in her duties as Full-time Faculty and Director of Nursing for Portland Community College since August 21, 1995. She retires effective June 30, 2017.

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

July 27, 2017

18-011

COMMENDATION OF RETIRING EMPLOYEE –
GLEN TRUMAN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Glen Truman has performed faithfully in his duties as full-time, and part-time Drafting Technology Instructor for Portland Community College since September 26, 1988. He retires effective July 16, 2017.

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

July 27, 2017

18-012

CONTINUOUS APPOINTMENT: FACULTY & ACADEMIC
PROFESSIONALS

PREPARED BY: Leslie Wilkins, Employee Relations Specialist

APPROVED BY: Lisa Bledsoe, Associate Vice President, Human Resources
Sylvia Kelley, Executive Vice President
Mark Mitsui, College President

The President RECOMMENDS that the following Faculty and Academic Professionals, having fulfilled the required probationary period, be granted continuous appointment, effective September 1, 2017:

<u>Continuous Appointments</u>		<u>Job Title</u>
Jie Bian		International Student Advisor
Kevin Crowley		Specialist/Environmental Health & Occupational Safety
Jeff Edwards		Specialist/Environmental Health & Occupational Safety
Tiff Hayes		Specialist/International Education Program
Maria Hill		International Student Advisor

July 27, 2017

18-013

CONTINUOUS APPOINTMENT: ADMINISTRATION

PREPARED BY: Leslie Wilkins, Employee Relations Specialist

APPROVED BY: Lisa Bledsoe, Associate Vice President, Human Resources
Sylvia Kelley, Executive Vice President
Mark Mitsui, College President

The President RECOMMENDS that the following Administrators, having fulfilled the required probationary period, be granted continuous appointment, effective July 1, 2017:

<u>Continuous</u> <u>Appointments</u>	<u>Job Title</u>
Kim Baker-Flowers	Chief Diversity Officer
Donna Bezio	Facilities Project Manager
Charles Clay	Manager/Workforce Development
Traci Fordham	Program Administrator
Ed Hawkins	Manager/IT Infrastructure & Voice
John MacLean	Manager/Facilities Support Services
Robert Wagner	Associate Vice President/College Advancement

July 27, 2017

18-014

APPROVAL FOR ROBERT STEINMETZ AS VICE
PRESIDENT – STUDENT AFFAIRS

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

APPROVED BY: Mark Mitsui, College President

REPORT: The College has conducted a national search to fill the position of Vice President of Student Affairs. Dr. Steinmetz has exhibited outstanding experience and talent in Student Affairs. He has been interviewed extensively throughout the application process by various groups within the PCC community.

Dr. Steinmetz holds an Ed.D. in Higher Education Administration from the University of Alabama, and an M.P.A and a B.S. in Sociology from the University of Tennessee, Chattanooga. Dr. Steinmetz is currently employed as the Vice President for Student Affairs and Enrollment Management at Harrisburg Area Community College, Harrisburg, Pennsylvania.

Dr. Steinmetz's leadership roles have also included serving as the Associate Dean for Enrollment Management and College Registrar at Calhoun Community College and as the Director of Recruitment, Retention and Enrollment Services and Coordinator of Student Affairs and Orientation at Chattanooga State Community College.

RECOMMENDATION: That the Board of Directors approve the appointment of Dr. Steinmetz as Vice President Student Affairs effective August 1, 2017. That the Board authorize the Administration to execute an employment contract with Dr. Steinmetz with the following terms: the contract shall be for two years (terminating on June 30, 2019), with a base salary of \$156,500 to be adjusted for FY19 by the same increase as that applied to all other Executive Officers; an automobile allowance of \$5,055 annually; general expense allowance of \$2,500 annually.

Dr. Steinmetz shall be entitled to other benefits available to other Executive Officers and College Administrative staff as approved by the Board.

July 27, 2017

18-015

ACCEPT PROPOSAL AND AWARD CONTRACT FOR
COMMERCIAL PROPERTY MANAGEMENT SERVICES
TO CHRIS BALMES PROPERTIES, LLC

PREPARED BY: Avelina Gulmatico, Procurement Coordinator, Finance
Procurement Services/FMS Purchasing

FINANCIAL
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

APPROVED BY: Jim Langstraat, Vice President, Finance and Administration
Mark Mitsui, College President

REPORT: The College has a need to hire a qualified property management firm to assist Facilities Management Services (FMS) in managing College-owned properties leased to retail businesses, Telephone Exchange apartment building, child care service providers and café/food service providers. The leased spaces are located at Cascade Campus, Southeast Campus and Willow Creek Center. The contract also includes an option to add new leases during the contract period. The successful proposer will be providing services such as day to day property management functions, managing tenant leases, collecting rent payments, act as a liaison between tenants and College staff, manage accounting for rental/renovation/repair expenses, and recruit new tenants upon vacancies. The estimated cost for this service exceeds the \$150,000 formal threshold and require a formal solicitation process and College Board of Directors' approval.

On May 8, 2017, the formal Request for Proposal (RFP) was published on Daily Journal of Commerce, State of Oregon ORPIN System, and document was posted/accessible on College's Solicitation Website. A total of eight (8) firms registered and received a copy of the RFP, one of which is an Oregon Certified Minority, Women-owned, Emerging Small business (MWESB) firm. The pre-proposal meeting was held on May 17, 2017, attended by two (2) firms, the meeting included site visits of currently leased properties at Cascade Campus, Southeast Campus, and Willow Creek Center. On June 2, 2017 at 11:00 A.M., proposal deadline,

the College received a proposal from Chris Balmes Properties, LLC.

The evaluation committee members met with the proposer's representative to discuss and clarify areas within their proposal. After careful discussion, the committee was satisfied with response and made a recommendation to award the contract to Chris Balmes Properties. Time is of the essence in awarding the contract since the current service provider, Right of Way Associates (ROWA), is in the process of closing their business. ROWA will meet to discuss transfer of College's records and coordinate transition with the successful proposer as soon as the contract is approved.

Note: Proposer is an Oregon Certified MWESB firm.

RECOMMENDATION: That the Board of Directors authorize the department to accept proposal and award the contract to Chris Balmes Properties, LLC to provide commercial property management services for College owned commercial (new and existing) leased properties throughout the District. The contract is valid, initially, for three (3) years starting August 1, 2017 with an option to renew, annually, for an additional two (2) year period based on performance. The contract is for an estimated total of \$185,000 for the possible five (5) year period. The funding is covered by rental income from the properties.

July 27, 2017

18-016

RATIFY THE CONTRACT WITH CHERRY CITY
ELECTRIC TO PROVIDE ARC FAULT CORRECTIONS
SERVICES AT ROCK CREEK CAMPUS

PREPARED BY: Avelina Gulmatico, Procurement Coordinator, Finance
Procurement Services/FMS Purchasing

FINANCIAL
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

APPROVED BY: Jim Langstraat, Vice President, Finance and Administration
Mark Mitsui, College President

REPORT: The College has a need to hire a qualified electrical contractor to provide a comprehensive arc fault correction services for the Rock Creek Campus. The work includes planning and executing the electrical corrections as specified in the consultant's drawings, coordinate project schedule and construction with PCC team and hired consultant, and provide documentation for all required breaker testing. The arc fault corrections will be done in buildings: 1 – 7 and 9. Due to the nature of this type of work, the Campus buildings will need to be closed and electrical power shut down to properly complete the project. The desired construction date is between summer and fall term, which is the longest school break that the electrical system can be powered off without interrupting students, faculty and staff functions or activities. This time period allows the successful bidder to do all the necessary work to fully complete the project. The estimated budget for arc fault corrections will exceed the \$150,000 threshold, requiring formal solicitation process and Board of Directors approval.

Because of the nature of this work and with a small window of time of when the project must be completed, the Department staff submitted a request on June 22, 2017 for the President to authorize the department to award the contract to most responsive/responsible lowest bid for this project, then submit another resolution for the Board of Directors to ratify the contract on July 27, 2017 meeting.

On June 9, 2017, the Invitation to Bid (ITB) was released and published on Daily Journal of Commerce, State of Oregon ORPIN System and document was accessible on PCC Solicitation Website. Total of twenty-two (22) contractors and plan centers registered/received a copy of the ITB with one plan center registered as an Oregon Certified Minority, Women-owned, and Emerging Small Business (MWESB) firm. On June 16, 2017, a mandatory pre-bid meeting (including project walk thru) was held at Rock Creek Campus and attended by representatives from two (2) electrical company. On bid deadline, June 28, 2017 at 2:00 P.M., the College received bids from the following contractors:

Bidder's name	Bid amount
Cherry City Electric	\$439,780
EC Electric	\$554,959

Note: No OR Certified MWESB firm submitted a bid.

RECOMMENDATION: That the Board of Directors ratify the contract with Cherry City Electric to provide the Arc Fault Corrections Services at Rock Creek Campus. The contract is for a total of \$583,758 (includes the base bid of \$439,780 and an estimated \$100,000 for possible project change orders and labor overtime work). The contract is valid through project completion or through December 29, 2017. The funding is covered by FMS Capital Project Fund (2000).

July 27, 2017

18-017

REJECT THE BIDS RECEIVED FOR THE ROCK CREEK
CAMPUS BOILER REPLACEMENT PROJECT

PREPARED BY: Avelina Gulmatico, Procurement Coordinator, Finance
Purchasing/FMS Procurement Services

FINANCIAL
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

APPROVED BY: Jim Langstraat, Vice President, Finance and Administration
Mark Mitsui, College President

REPORT: The College has a need to hire a qualified contractor to provide all labor and materials to replace two (2) existing boilers that serve buildings 1, 2, 3 and 6 for heating at Rock Creek Campus. These boilers are over forty (40) years old and past the 25 year life cycle for this equipment. In addition, the replacement will be an opportunity to purchase new boilers with updated technology and provide much more energy efficient. As part of this project, the existing Victaulic fittings for these buildings that are currently leaking and will be repaired and/or replaced. The estimated cost of the project exceeds the \$150,000 threshold, which requires formal solicitation process and Board of Directors approval.

The Invitation to Bid (ITB) was released on April 24, 2017 and published on Daily Journal of Commerce newspaper, State Oregon ORPIN system, and PCC Solicitation Website. The mandatory pre-bid meeting was held on May 9, 2017 attended by representatives from twelve (12) different vendors. And on the bid deadline, May 31, 2017 at 2:00 P.M., the College received the following bids.

Bidder's Name:	Base Bid:
Hydro-Temp Mechanical, Inc	\$1,188,000
Arctic Mechanical Services	\$2,351,461

Note: No Oregon Certified MWESB vendor submitted a bid.

After careful review, both bids exceeded the allowed budget for this project. PCC Procurement rules, PCC 47-0650, allows the College to reject all offers when the rejection is in

the best interest of the College. FMS staff will review the existing scope and determine if there is a small portion of the work critical to get done now, and will process a separate informal solicitation.

RECOMMENDATION: That the Board of Directors reject bids submitted for the Rock Creek Campus Boiler Replacement Project Invitation to Bid.

July 27, 2017

18-018

AUTHORIZATION TO CONTRACT WITH XEROX FOR
MANAGED PRINT SERVICES OF FACULTY AND STAFF
PRINTERS

PREPARED BY: Amber Cagle, District Print Manager, Auxiliary Services
Layla Otey, Lead Buyer, Information Technology

FINANCIAL
RESPONSIBILITY: Jim Langstraat, Vice President, Finance and Administration

APPROVED BY: Mark Mitsui, College President

REPORT: Portland Community College's Information Technology Services and Print Center Department requests Board Approval to authorize the college to contract with Xerox Corporation, for the Managed Print Services of district student, staff, and faculty printers. Managed Print Services places each printing device under a monthly management contract that includes all the consumables, replacement parts, and onsite service. The college spends an estimate of \$462,000 annually on toner. This does not include the cost of service, support and administrative costs for district printing. Xerox's Managed Print Services contract provides toner, supplies, support and maintenance for all networked printers at the college at an annual cost of \$151,589. The total estimated annual savings for the college would be \$310,411.

Currently non-Xerox printing services, including toner replacement and repair, are inconsistent, decentralized and costly. Managed Print Services will provide the college with single point of contact for printer repair and automatic toner replacement and recycling via mail. This reduces the cost-per-page for college printing, and administrative overhead for managing printers at the department level.

The Print Center and IT reviewed and compared reliability, cost, and service levels from three Managed Print Services vendors. The State of Oregon Minority, Women and Emerging Small business vendor database does not include a Managed Print Services provider. After careful review the departments believe that it is in the best interest of the college to contract with Xerox Managed Print Services. Xerox provided the only viable option compatible

with the college's technology, accounting, security, and sustainability requirements.

The Managed Print Services project will be implemented in three phases. Phase one will provide supplies and repair service for district network printers. The printer equipment will not change. This phase will be implemented before Fall term 2017. The Print Center will charge back printing costs to departments on a quarterly basis. Phase two includes assessing the current printers and replacing end-of-life machines with newer models that meet IT security requirements and student, faculty and staff accessibility needs. Phase two will be implemented after gathering printer data for a full year and will begin in December 2018. Phase three provides analysis of the desktop printing environment. The analysis will help the college replace desktop printers with centralized network printers. Centralized network printers cost less per-page than desktop printers. Phase three will be implemented December 2019.

The new service will cost \$12,633 each month for the duration of the 60-month agreement. Currently the college spends over \$38,000 each month on toner costs alone. Other cost reductions include reduced administrative costs for each department, reduced support requirements from Information Technology and significant power savings. The service provides granular volume print tracking for visibility and accountability. This will provide the college with data driven tools to reduce overall printing costs.

Board Resolution 96-88 established the Print Center as an internal service fund whose function is to provide centralized accounting, budgetary control and reporting mechanisms to manage accountability of printing and copying expenditures for all campuses and divisions within the college. Managed Print Service will support this requirement for both Xerox and non-Xerox devices due to the technological advancements within the printing industry. The Print Center will administer the contract and provide oversight for the program.

The Xerox Managed Print Services are on a cooperative procurement contract, The Cooperative Purchasing Network contract #R5245 which exempts the college from a

competitive bid process per CCR.205.

RECOMMENDATION: That the Portland Community College Board of Directors authorize the utilization of The Cooperative Purchasing Network Agreement with Xerox for Managed Print Services. The monthly cost will be \$12,633 for a total of \$757,945 over the 5-year contract with a projected savings of \$1,552,055.00, and will be funded by the Print Center.

July 27, 2017

18-019

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

PREPARED BY: Sandra Fowler Hill, Campus President, Rock Creek

APPROVED BY: Jim Langstraat, Vice President, Finance and Administration
Sylvia Kelley, Executive Vice President
Mark Mitsui, College President

REPORT: The College and the Portland Community College Federation of Faculty and Academic Professionals (PCCFFAP) have reached a tentative agreement on June 27, 2017 to adjust the salary range for instructors in the Private Pilot Certificate Program, effective June 18, 2017.

The key economic provisions of the tentative agreement are:

Part-time instructors for the Private Pilot Certificate program will be compensated on a per-course rate based on contact hours with the student. The rates effective June 18, 2017 will be as follows:

Fixed Wing (Airplane) Private Pilot Instructor Rates:

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Basic	\$20.50	\$21.00	\$21.50	\$22.00	\$22.50	\$23.00	\$23.50	\$24.00	\$24.50
Advanced	\$23.00	\$23.50	\$24.00	\$24.50	\$25.00	\$25.50	\$26.00	\$26.50	\$27.00

Rotor Wing (Helicopter) Private Pilot Instructor Rates:

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Basic	\$19.50	\$20.00	\$20.50	\$21.00	\$21.50	\$22.00	\$22.50	\$23.00	\$23.50
Advanced	\$22.00	\$22.50	\$23.00	\$23.50	\$24.00	\$24.50	\$25.00	\$25.50	\$26.00

Step advancement shall be based on Article 18.23 of the Faculty/AP Agreement. Initial step placement may be above step 1, based on the instructor's qualifications.

Because this is highly specialized area of instruction where the College competes directly with the private sector, the College needs to be able to adjust the salary range quickly to adapt to the market in order to attract and retain qualified instructors. For this reason, staff is also requesting that the Board delegate the authority to negotiate and approve future salary range adjustments for instructors in the Private Pilot Certificate Program to the College President, subject to any required negotiations with PCCFFAP and as long the cost is within the approved budget.

RECOMMENDATION: That the tentative agreement between the college and the PCC Federation of Faculty and Academic Professionals summarized in the REPORT section be adopted by the Board of Directors, and that the Board of Directors delegates to the College President the authority to approve future salary range adjustments for instructors in the Private Pilot Certificate Program, subject to any required negotiations with PCCFFAP and as long the cost is within the approved budget.

July 27, 2017

18-020

APPLY TO THE STATE BOARD OF EDUCATION FOR
APPROVAL OF THE ELECTRIC POWER GENERATION
AAS AND LESS THAN ONE-YEAR CAREER PATHWAY
CERTIFICATE FOR PORTLAND COMMUNITY COLLEGE

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

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

APPROVED BY: Katy Ho, Vice President, Academic Affairs
Mark Mitsui, College President

REPORT: Electric power generation (EPG) is a growing field which needs highly trained technicians to service equipment and meet current and future industry needs. This proposed Electric Power Generation AAS and Certificate is for individuals who have a background in diesel- or gasoline-powered engines. The specialized certification will prepare them to work on the electric power generation machines. Electric power generators include standby generators at hospitals, businesses, and colleges. Generators are also used to provide temporary power on construction sites and oil fields. The Electric Power Generation AAS includes basic coursework from the diesel and dealer Service Technology departments and 26 credits specializing in the power generating machinery. The 26-credit Electric Power Generation Certificate is for individuals working in the field of diesel mechanics and wanting to increase their skills and employability. Both the AAS and the Certificate will prepare graduates to work in the growing field of electric power generation maintenance. The Electric Power Generation Technician AAS and Certificate has been reviewed and approved by the Dealer Service Technology Advisory Committee.

RECOMMENDATION: That the College be authorized to submit an application to the Oregon State Board of Education for the Electric Power Generation Technician AAS and Less Than One-Year Career Pathway Certificate for Portland Community College.

July 27, 2017

18-021

APPLY TO THE OREGON STATE BOARD OF
EDUCATION FOR APPROVAL OF GERONTOLOGY
ADVOCACY LESS THAN ONE-YEAR CAREER
PATHWAY CERTIFICATE

PREPARED BY: Sally Earll, Curriculum Coordinator

FINANCIAL
RESPONSIBILITY: Sarah Tillery, Division Dean, Social Sciences

APPROVED BY: Katy Ho, Vice President, Academic Affairs
Mark Mitsui, College President

REPORT: The proposed certificate, Gerontology Advocacy Less Than One-Year Career Pathway Certificate, is designed to advance the knowledge and skills of caregivers, aging services professionals, and family members who support and advocate for older persons. Advocacy is an emerging specialty within the field of gerontology. There is evidence of the need for comprehensive professional training to provide supports for the older person. The certificate provides a career development pathway for direct care workers, social service professionals, and fiduciary and financial services professionals. All courses in the career pathway certificate are contained in the Gerontology AAS so that students have the option of continuing their education by earning several career pathway certificates and the Gerontology AAS if they desire.

RECOMMENDATION: That the college be authorized to submit an application to the Oregon State Board of Education for a Less Than One-Year Career Pathway Certificate of Completion in Gerontology Advocacy for Portland Community College.

July 27, 2017

18-022

PORTLAND COMMUNITY COLLEGE 2018
DISTINGUISHED PATRON AWARD NOMINEE

PREPARED BY: Ann Prater, Executive Director, PCC Foundation
Robert Wagner, Associate Vice President, Advancement

APPROVED BY: Mark Mitsui, College President

REPORT: In 2007, the PCC District Board established the Portland Community College Distinguished Patron Award to recognize extraordinary levels of service to the College. Nominees are made by the PCC President to the Board for approval. The award, an annual college honor given by the PCC Board of Directors, goes to a person or organization that has made a significant contribution to ensure student access to education. Since 2012, commencing with the first gala, the award has been presented during the PCC Foundation's "An Evening of Opportunity" celebration in the spring of each year.

To date, thirteen Patron Awards have been bestowed. Award recipients include: Richard and Sharon Helzer; Doreen S. Margolin (*posthumously, 2007*); Norma Jean Germond (*2008*); Barbara Raz; Mary Holmström (*2009*); Lee and Virginia Finders (*posthumously, 2010*); The James F. and Marion L. Miller Foundation (*2011*); Intel Corporation; The Oregon Community Foundation (*2012*); No award in 2013; Ross Lienhart and Sheila Edwards-Lienhart (*posthumously*) (*2014*); The Renaissance Foundation—Irving Levin and Stephanie Fowler (*2015*); Meyer Memorial Trust (*2016*); and Betty Duvall (*2017*).

For the 2018 Patron Award, we continue this tradition by nominating Chris and Tom Neilsen.

Longtime PCC supporters Christine (Chris) and Tom Neilsen owned Neilsen Manufacturing Inc., a Salem-based family business serving the high-tech industry, before retiring to Portland in 2007.

Chris served on the PCC Foundation Board of Directors from 2010 to 2015, including a term as president, because she wanted to make a difference in the lives of

PCC students. Today she and Tom both remain actively involved in the Foundation as chairs of the Foundation's first comprehensive campaign, which is in its silent phase with a \$20 million fundraising goal. Chris is also a member of the Foundation's new Emeritus Board.

The Nielsen's proudly count PCC among their top philanthropic priorities. The Nielsen's are strong proponents of the Future Connect program, which helps young people and returning workers gain the skills they need to find employment in today's economy and become thriving members of the community. Earlier this year, Chris and Tom generously pledged a \$280,000 scholarship gift, signaling their strong and early support for PCC's comprehensive campaign.

In an interview after the donation, Chris said, "Every student story is an inspiration. Both of us are humbled by the persistence and desire by PCC students to make their lives better. We are proud to support them in accomplishing their dreams. And we know that as they do that, they impact their own families and the community positively."

RECOMMENDATION: The PCC Board of Directors recommends presenting the 2018 Patron Award to Chris and Thomas Neilsen.

July 27, 2017

18-023

ADOPT REVISED DEBT MANAGEMENT STANDARDS

PREPARED BY: Dee Wilson, Bursar and Treasury Manager, Financial Services
Dina Farrell, Budget Manager, Financial Services

APPROVED BY: Eric Blumenthal, Associate Vice President, Finance
Jim Langstraat, Vice President, Finance and Administration
Mark Mitsui, College President

REPORT: The Debt Management Standards have been updated and revised with no major revisions to ensure compliance within applicable federal and state laws to include the requirements of the Oregon Administrative Rules and Oregon Revised Statutes governing public borrowing and issuance of bonds. Such administrative review of Debt Management Standards is prudent at this time with future anticipated general obligation indebtedness. The scope of the revised standards allow the college to enter into debt obligations to finance the construction or acquisition of buildings and infrastructure and other assets, maintain existing facilities, purchase land and personal property, or act on the option to refinance or restructure existing debt and other legally acceptable obligations.

In April, 2004, the Portland Community College Board enacted Policy B 509 - College Debts, which delegates to the President the ability to appoint a College Debt Officer whose responsibilities shall include:

- Ensuring compliance with the Oregon Revised Statutes governing public borrowing and issuance of bonds;
- Providing sufficient funds to meet current and future debt service requirements on all indebtedness;
- Ensuring full compliance with the terms and conditions outlined in bond resolutions approved by the Board.

Policy B 509 – College Debts further delineates the overarching functions the College Debt Officer shall perform. The revised Debt Management Policy aligns those functions with the more detailed responsibilities of the College Debt Officer.

RECOMMENDATION: That the Board of Portland Community College:

1. Approve the revised Debt Management Standards as written in Exhibit C;

2. Direct the President and any designee, including the appointed College Debt Officer, to implement debt service standards and procedures reviewed in accordance with the College's policy review cycle, and where necessary establish additional debt operating procedures for the College.

PORTLAND COMMUNITY COLLEGE

DEBT MANAGEMENT STANDARDS

The College maintains conservative financial policies, budgets and strategic planning efforts to support strong financial health both short-term and long-term.

I. SCOPE

Within the applicable Federal, State and Local laws, including Oregon Revised Statute (“ORS”) Sections 287A and 341 and Oregon Administrative Rule (“OAR”) 170-061, Portland Community College (“College”) may enter into debt obligations to finance the construction or acquisition of buildings and infrastructure and other assets, maintain existing facilities, purchase land and personal property, or act on the option to refinance or restructure existing debt and other legally acceptable obligations. Unless recommended otherwise by the President or designee, whose recommendation must be approved by the Board, all debt will be incurred at the College level.

These Standards (“Standard”) provide general guidance for the issuance and management of College debt and applies to all debt issued, regardless of the purpose for which issued or the funding source for repayment.

All Debt issued will be in compliance with these standards.

II. PURPOSE

- A. This Standard sets forth criteria for the issuance, use and repayment of debt; and creates procedures and policies designed to:
- Manage the College’s obligations within available resources;
 - Minimize the debt service and issuance costs for the repayment structure and period selected;
 - Maintain the highest credit ratings possible;
 - Maintain full, complete, and accurate financial disclosure and reporting and comply with regulations requiring continuing disclosure; and
 - Comply with appropriate and applicable Federal, State and Local law.

III. RESPONSIBILITY

- A. Authority to issue and manage debt is derived from Federal and State law and the financial and debt management policies of the College. The President or designee shall be responsible for implementing the debt service policies and procedures reviewed in accordance with the College's policy review cycle and shall establish debt operating procedures for the College.
- B. This section authorizes the President or designee to appoint a subordinate employee from Finance and Administration to act in the capacity of the Debt Officer.
- C. Responsibilities of the Debt Officer shall include:
 - 1. Ensuring compliance with Federal, State and Local laws and rules governing public borrowing, both tax-exempt and taxable, and issuance of bonds and post issuance monitoring;
 - 2. Providing sufficient funds to meet current and future debt service requirements on all indebtedness;
 - 3. Ensuring full compliance with the terms and conditions outlined in bond resolutions approved by the Board.
- D. The College Debt Officer shall perform the following functions:
 - 1. Upon the approval by the Board, the College shall issue bonds and other obligation in accordance with the guidelines and limitation set forth in ORS Sections 287A and 341 and OAR 170-061 and all specifications in the College's Debt Policies and Procedures and Federal Regulations. As further specified, the College shall maintain a debt service fund to account for property tax revenues levied to pay for the maturing principal and interest of the general obligation bonds and to establish an adequate fund balance to meet the cash outlay requirements until property tax revenues are received.
 - 2. For non-voter approved obligations, ensure the college has sufficient funds to meet future debt payments.
 - 3. Act in the best interest of the college and taxpayers when issuing debt, and market our debt with advice from independent financial advisors and/or underwriters and legal bond counsel to get unbiased professional opinions on methodology and structure. In addition, periodically monitor the changes in interest rates and, where feasible and beneficial to the college, refund the existing debt(s) in accordance with Federal, State and Local laws and regulations.
 - 4. Establish the process for the review, approval and publication of official primary market disclosure, where appropriate, following review by the appropriate office.

5. Account for the debt issues and related transactions in accordance with local budget law and general accepted accounting principles.
6. Recommend debt operating procedures policies to the appropriate college officials.
7. Maintain the primary relationship and communicate with national rating agencies.
 - a) This communications effort includes providing periodic updates on the College's general financial condition along with coordinating meetings and presentations in conjunction with debt issuances.
8. Prepare and utilize key performance indicators and financial ratios to analyze the College's capacity to assume debt.
9. Monitor compliance with federal tax law for tax-exempt bonds regarding use of proceeds, sizing of debt service funds, and utilization of debt service reserve accounts as appropriate.
10. Prepare materials in compliance with Continuing Disclosure Agreements from prior debt offerings and post on the Electronic Municipal Market Access System ("EMMA"). Track material events in accordance with those Agreements and post information for any material event as required under the Agreements.

IV. OBJECTIVES:

- A. The College shall provide the most efficient means of financing the College's short-term and long-term capital needs and to provide sufficient resources to pay for the College's obligations when they mature. General Obligation indebtedness shall only be used to finance legally allowable obligations including but not limited to major capital construction, acquisition and maintenance projects.
- B. The College shall issue bonds and other obligations in accordance with the guidelines and limitations set forth in the ORS Sections 287A and 241 and OAR 170-061 and all other applicable Federal, State and Local laws and regulations.
- C. The College shall maintain conservative financial policies, budgets and strategic planning efforts to support strong financial health both short-term and long-term and strive to:
 1. Reduce or avoid fluctuations in the debt rate;
 2. Minimize borrowing costs and tax-payer impact;
 3. Preserve or enhance the College's credit ratings;

4. Assure full, complete and accurate financial disclosure and reporting compliance;
5. Comply with applicable Federal, State and Local laws and regulations that govern public borrowing and issuance of bonds;
6. Provide sufficient funds to meet debt service requirements on all indebtedness;
7. Ensure full compliance with the terms and conditions outlined in the bond resolution.

V. DEBT ISSUANCE

A. Limitation on Indebtedness:

1. General obligation indebtedness shall be used to finance legally acceptable obligations such as but not limited to major capital construction, acquisition and maintenance projects, and pension obligations.
2. The College may consider using full faith and credit obligations to fund legally allowable obligations if sufficient revenues are available to pay the obligation in the future. In addition, the College may consider other types of lease arrangements if deemed beneficial to the College.
3. The College's outstanding debt shall not exceed 65 percent of the Colleges' legal debt margin.

B. Method of Sale:

1. The College shall choose between the following three bond sale methods: negotiated, competitive, or private placement, including placements directly to bank portfolios. Factors that may be considered when determining the most efficient or effective bond sale method include: bond market, bond structure, market timing, credit demand, credit acceptance, credit ratings, use of proceeds, bond size financing complexity, privacy of financial information, credit enhancement participation, desire to negotiate bond covenants.
2. When applicable or as required the College shall prepare and make available upon request, to bidders and investors, a preliminary official statement containing all relevant information required by Federal, State and Local law.

3. The College may obtain a credit enhancement device providing additional security for the payment of all or any portion of the amounts owing on the bonds or for the purpose of funding, in lieu of cash, all or any portion of the debt service reserve. Credit enhancement may be in the form of letter of credit, line of credit, municipal bond insurance, state bond guaranty or other device or facility used to enhance the creditworthiness or marketability of the obligations.

C. Debt Service

1. The College shall maintain a debt service fund to account for property tax revenues levied to pay for the maturing principal and interest of general obligation bonds and to establish an adequate fund balance to meet the cash outlay requirements until property tax revenues are received.
2. The College shall maintain a debt service fund to account for revenues designated to pay indebtedness other than GO bonds as appropriate to the situation.

D. Financing Proposals:

1. Financing proposals or other extensions of College credit through sale of securities, execution of loans or making of guarantees directly or indirectly, or the lending or pledging of the College credit, shall be referred to the President or designee for approval.

E. Financial Accountability:

1. The College shall establish a debt service fund to account for the revenues and other financing sources for payment of the maturing principal and interest on its outstanding obligations.
2. The College shall maintain adequate funds in the debt service account to meet the cash outlay requirement for payment of maturing principal and interest until property tax revenues and revenues from other financing sources are received.

F. Refunding

1. The College shall periodically monitor the changes in interest rates and where feasible and beneficial, refund the existing debt in accordance with the guidelines, procedures and policies of the Office of the State Treasurer and under Federal, State and Local law.
2. For advance refunding, a minimum of 3.00% in present value savings shall be achieved before proceeding.

3. For current refunding, the College shall review on a case-by-case basis the benefits that the refunding in question would generate.

G. Financial Advisors and Legal Counsel

1. The College shall employ professional, technical and legal services to ensure the most cost effective method of selling the bonds. These services may include legal services (bond counsel), financial advisory services, underwriters and paying agents.

H. Rating Agencies

1. The College shall secure ratings from at least two major rating agencies on all sales of indebtedness when it is deemed to be beneficial to the College.

I. Debt service reserves for non-voter approved obligations

1. Indebtedness under this category may include, but is not limited to, full faith and credit obligations (FFCs), revenue bonds, limited taxable general obligation bonds, pension obligation bonds and certain long-term lease financing.
2. Unlike voter approved obligations where the payment for debt service is made through an annual property tax levy, the resources to pay the debt service on non-voter approved obligations come from the general operating resources or from designated funding sources of the College.
3. As a guide, the College shall consider maintaining a debt service reserve equal to 100% of one year's debt service requirement. This is to allow the College to have more time to implement measures due to contractual obligations. The exact level will be determined on a case by case basis by the President. Exceptions can be made if the annual debt service payment on the indebtedness is under \$250,000 or as directed by the President when such an exception is warranted.

VI. POST ISSUANCE

A. Arbitrage Rebate Compliance and Other Post-issuance Responsibilities:

1. The College Debt Officer shall establish and maintain a system of record keeping and reporting to meet the arbitrage rebate compliance requirement of the federal tax code and the College compliance procedures to include:

- a) Tracking investment earnings on bond proceeds, calculating rebate payments in compliance with the tax law, and remitting any earnings subject to rebate to the federal government in a timely manner in order to preserve the tax-exempt status of the College's outstanding tax-exempt or tax advantaged debt issues.
- b) Designated College staff shall:
 - (1) Maintain appropriate accounting records of the tax-exempt and tax-advantaged bond expenditures in compliance with legal and accounting requirements and to provide those records to the Financial Services Division on an as needed basis.
 - (2) Provide continuing disclosure to assist issuers in maintaining compliance with discloser standards promulgated by state and national regulatory bodies.

B. Financial Disclosure:

- 1. The College is committed to full and complete primary and secondary financial disclosure, and to cooperating fully with rating agencies, institutional and individual investors, the College's divisions, outside agencies and other levels of government and the general public to share clear, comprehensible, and accurate financial information.
 - a) The College is committed to meeting secondary disclosure requirements on a timely and comprehensive basis.
 - b) Official statements accompanying debt issues, Comprehensive Annual Financial Reports and continuous disclosure statements will meet (at a minimum), the standards articulated by the Government Standards Board (GASB), the National Federation of Municipal Analysts, the Securities and Exchange Commission (SEC), an Generally Accepted Accounting Principles (GAAP).
 - c) The President or designee shall be responsible for ongoing disclosure to established national information repositories and for maintaining compliance with disclosure standards promulgated by Federal and State regulatory bodies.

C. Investment of Bond Proceeds

- 1. Unless otherwise authorized by the Board, the College shall invest the proceeds from the sale of its bonds in accordance with its Investment Policy, Federal and State laws. Management may employ investment professionals to manage these proceeds.

July 27, 2017

18-024

APPOINT BOARD OF DIRECTORS MEMBERS FOR THE
BOARD AUDIT COMMITTEE

PREPARED BY: Darrin Hotrum, Internal Auditor

APPROVED BY: Mark Mitsui, College President
Kali Thorne-Ladd, Board Chair

REPORT: The PCC Board approved the creation of an Audit Committee of the Board of Directors by Resolution 10-065. According to the Board Audit Charter, two members of the PCC Board are selected to by the Board to serve as committee Members, with one serving as the chair. The Board Chair and Vice Chair have considered the potential Board members for this assignment.

RECOMMENDATION: That Directors Jim Harper and Valdez Bravo be appointed as Board Audit Committee members, with Director Harper as Chair of the committee, each for a four-year term in accordance with Audit Committee Charter.

July 27, 2017

18-025

AUTHORIZATION TO CONTRACT WITH ACHIEVING THE DREAM

PREPARED BY: Katy Ho, Vice President, Academic Affairs

FINANCIAL
RESPONSIBILITY: Mark Mitsui, College President

APPROVED BY: Jim Langstraat, Vice President, Finance and Administration
Sylvia Kelley, Executive Vice President
Mark Mitsui, College President

REPORT/CONTEXT In an effort to make meaningful gains in equitable student success, Portland Community College has a need to join Achieving the Dream (AtD). Becoming a member of AtD will allow the College to build our capacity to use inquiry and data analysis to guide our efforts and affirm our successes, create a culture of evidence that will drive faculty engagement, and support improvements in support services and teaching and learning. To deliver on our mission and our passion, we need to establish a different operational framework which AtD can provide. AtD is a national organization that guides colleges committed to improving student success and completion. This occurs through an institutional change process grounded in data, supporting innovation and leadership, and leveraging best practices. The organization gives the College an opportunity to be part of a network of over 200 institutions, access to coaches, and state policy teams.

Participation in Achieving the Dream will enable the College to focus on and invest resources in large scale strategies that effectively promote opportunity and equitable student success. We must be accessible to and serve well all students in our diverse community. We have a responsibility to respond to the economic drivers that change the nature of our communities by providing programs and services that lead to local living-wage, in-demand jobs so that families can remain in their neighborhoods. We have an obligation to close gaps in rates of achievement associated with gender, race and ethnicity. This framework, linking Institutional Effectiveness, Information Technology, Learning Technologies and our accreditation efforts, will build capacity for better integration of data systems and enable us to bring

to scale initiatives that will be transformational to the institution.

We anticipate that AtD will help us to look closely at our current policies and practices to identify possible inequities. We are hopeful it will provide guidance and support as we develop as a learning organization and work to ensure that we have structures, practices and policies in place that reveal how and where our organization needs to develop, and that support that development. We also intend to enhance our communication strategies to effectively disseminate the information to the various audiences within the PCC community, to help us all process the information, make it relevant, and provide action steps to achieve our goals in providing equitable student success.

RECOMMENDATION:

That Portland Community College become a member of Achieving the Dream by approving the membership fee of \$225,000 (\$75,000 per year).

This expense will be paid from the General Fund as a result of cost reductions in other areas.



Board of Directors Goals 2016-2017

Board members recognized during discussion that several goals from previous goal-settings are not time-specific but are, rather “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 2016-2017 planning cycles.

Legacy Goals

1. Ensure an environment of success that encourages access and timely completion
2. Prioritize the college’s commitment to the creation of a nationally renowned culture for diversity, equity and inclusion
3. Track and evaluate Portland Community College operations and execution of the Strategic Plan by way of regular Board meeting Dashboard reviews
4. Be an engaged advocate for Portland Community College in:
 - a. Governmental affairs and governmental advocacy
 - b. Development of fundraising strategies targeting the advancement of important initiatives (e.g. Future Connect, PCC Foundation efforts, etc.)
5. Cultivate and maintain clear and consistent communication between the Board of Directors and the President

Board Priorities

- Support Portland Community College's enhanced, District-wide efforts to:
 - Recruit, hire, and retain faculty and staff from historically underrepresented groups;
 - More systematically and strategically address the achievement gap for students of color
 - Increase the utilization of Minority Women Emerging Small Business for college contracting
- Advance Portland Community College’s adoption and funding of technology infrastructure and policies that reflect industry best practices
- Support the President in the development of college-wide plans, and in strengthening internal college communication
- Ensure Board readiness for a successful Portland Community College 2017 Bond Campaign
- Ensure that Portland Community College remains a relevant workforce training partner of choice in the communities it serves

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.