



Board of Directors **Business Session**

September 21, 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
September 21, 2017
Rock Creek Campus
17705 NW Springville Road, Portland OR 97229

AGENDA

- 3:00 PM Rock Creek Tour (Optional)—Janis Nichols
- 3:00 PM Tax Supervising and Conservation Commission:
Public Hearing on Bond Measure Building 9, Events Center B/C
- 4:00 PM **Work Session** Building 5, Room 213
- Internal Audit Committee—Darrin Hotrum (30 minutes)
 - Bond Communications and Events—Rob Wagner, Emma Kallaway and Kate Chester (30 minutes)
 - MWESB Contracting—Linda Degman (30 minutes)
- 5:30 PM **Board Dinner** Building 9, Events Center A
- 6:30 PM **Executive Session** Building 9, Room 115
- In accordance with ORS 192.660 (2), in accordance with ORS 192.660 (2), (a) Employment of Public Official, (d) Labor Negotiations, (e) Real Property Transactions, and (h) Litigation
- 7:30 PM **Call to Order** Building 9, Events Center B/C
- Introductions
 - Approval of Agenda
- 7:35 PM **Swearing in of Board Officials**
- Swear in Student Director, Kien Truong
- 7:40 PM **Recognitions**
- Government Finance Officers Association-Certificate of Achievement for Excellence in Financial Reporting
- 7:45 PM **Information Sessions**
- Rock Creek Campus Update—Sandra Fowler-Hill (10 minutes)
 - DACA—Mark Mitsui and Kien Truong (10 minutes)
- 8:05 PM **Public Comment on Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)
- 8:10 PM **Business Session**

Consent Agenda: (All items will be approved by consent agenda unless an item is withdrawn by request of a member of the Board. A

separate motion will then be required to take action on the item in question.)

PERSONNEL

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Academic Professional Appointments:

Salvador Castaneda, Apprenticeship and Training
Specialist, Arts and Professions Division, Cascade
Campus

Amanda Harrison, Resource Center Coordinator, Liberal
Arts and Pre-College Programs Division, Cascade
Campus

Amanda Mooney, Eyeglass Program Coordinator,
Workforce and Community Development
(NonGeneral Fund)

Maureen Morgan, Financial Aid Advisor, Academic
Affairs

Susan Stockton, Student Resource Specialist, Links
Program, Southeast Campus (NonGeneral Fund)

Administrative Appointments:

Amy Hanson, Interim IT Media Services Supervisor
Office of the President (Temporary)

Heather Guevara, Online Learning Division Manager,
Academic Affairs

Sharon Juenemann, Interim TRIO Talent Search
Director, Office of the Dean of Student
Development, Rock Creek Campus (Temporary)

Brad Ortman, Facilities Operations Manager, Finance
and Administration

Jen Piper, Dean of Instruction, Office of the Dean of
Instruction, Southeast Campus (Temporary)

Faculty Appointments:

Damien Adams, Instructor, Mathematics, Math, Aviation
and Industrial Technology Division, Rock Creek
Campus

Jimena Alvarado, Instructor, Women's Studies,
Engineering and Technology Division, Sylvania
Campus (Temporary)

Judith Aspin, Instructor, Nursing, Health Professions and
Physical Education Division, Sylvania Campus

Samuel Barbara, Instructor, Music, Arts and English
Division, Rock Creek Campus (Temporary)

Abbie Berman, Instructor, Medical Imaging, Health
Professions and Physical Education Division,
Sylvania Campus (Temporary)

Amy Cakebread, Instructor, Mathematics, Math, Aviation
and Industrial Technology Division, Rock Creek
Campus

Rebeca Cotera, Instructor, Architectural Design, Visual
Arts, Performing Arts and Design Division,
Sylvania Campus

Faith Curammeng, Instructor, Communication Studies,
Visual and Performing Arts and Design Division,
Sylvania Campus (Temporary)

Brent Di Elmo, Instructor, Developmental Reading and
Writing, Business Applied Technology and College
Preparation Division, Rock Creek Campus
(Temporary)

Dimitar Dimitrov, Instructor, Geography, Social Science,
Communication and Health Division, Rock Creek
Campus (Temporary)

Kathleen Doss, Instructor, Communication Studies,
Liberal Arts and Pre-College Programs Division,
Cascade Campus

Jane Ellis, Instructor, Emergency Management, Allied
Health, Emergency and Legal Services Division,
Cascade Campus (Temporary)

Christine Fletcher, Instructor, Veterinary Technology,
Science and Technology Division, Rock Creek
Campus (Temporary)

Bradford Fox, Instructor, Building Construction
Technology, Math, Aviation and Industrial
Technology Division, Rock Creek Campus
(Temporary)

Colin Gilmore, Instructor, Sociology, Liberal Arts and Pre-
College Division, Southeast Campus (Temporary)

Noella Grady, Instructor, Mathematics, Mathematics and
College Success Division, Sylvania Campus
(Temporary)

Carlita Greene, Instructor, Communication Studies,
Liberal Arts and Pre-College Programs Division,
Cascade Campus

Eduardo Guerrero, Instructor, General Science/Geology,
Math, Science, Health and PE Division, Cascade
Campus

Jennifer Hill, Instructor, Biology, Science and Technology
Division, Rock Creek Campus

Jason Jette, Instructor, Automotive Service Technology,
Mathematics and College Success Division,
Sylvania Campus

Isaiah Jones, Counselor, Student Support Services
Division, Sylvania Campus

Michelle Ktejik, Instructor, Sign Language Interpretation
Program, English and World Languages Division,
Sylvania Campus

Thomas Laxson, Instructor, Aviation Maintenance
Technology, Mathematics, Aviation and Industrial
Technology Division, Rock Creek Campus

Valerie Limbrunner-Bartlett, Instructor, Physical
Education, Math, Sciences and CTE Division,
Southeast Campus

Daniel Little, Instructor, Computer Information Systems,
Business and Computing Division, Sylvania
Campus

Homayoun Louie, Instructor, Dental Laboratory
Technology, Health Professions and Physical
Education Division, Sylvania Campus

Richard B. Luff, Instructor, Machine Manufacturing
Technology, Engineering and Technology
Division, Sylvania Campus (Temporary)

Joseph Mann, Instructor, Studio Art, Liberal Arts and Pre-
College Division, Southeast Campus (Temporary)

Jennifer Margolis, Counselor, Disability Services,
Academic Affairs (Temporary)

Jessica Martin, Instructor, Communication Studies,
Visual and Performing Arts and Design Division,
Sylvania Campus (Temporary)

Patrick McMurray, Instructor, Dental Laboratory
Technology, Health Professions and Physical
Education Division, Sylvania Campus

Jesse Mejia, Instructor, Music and Sonic Arts, Arts and
Professions Division, Cascade Campus
(Temporary)

Michael McGovern, Instructor, Art – Printmaking, Arts
and English Division, Rock Creek Campus

Sara Parker, Instructor, Dance, Visual and Performing
Arts and Design Division, Sylvania Campus
(Temporary)

Hallie Puncochar, Instructor, Computer Application
Systems And Office Systems, Business Applied
Technology and College Preparation Division,
Rock Creek Campus (Temporary)

Rohini Puri-Bose, Counselor, Office of the Dean of
Student Development, Southeast Campus

Angel Ray, Counselor, Disability Services, Academic
Affairs (Temporary-Job Share)

Heather Reynolds, Instructor, Nursing, Health
Professions and Physical Education Division,
Sylvania Campus

Bret Rickman, Instructor, Mathematics, Mathematics and
College Success Division, Sylvania Campus
(Temporary)

Salvador Ramos-Rodriguez, Instructor, Spanish GED,
Business, Applied Technology and College
Preparation Division, Rock Creek Campus
(Temporary)

David Schooler, Instructor, Computer Information
Systems, Business and Computing Division,
Sylvania Campus (Temporary)

Nancy Seebert, Instructor, Nursing, Health Professions
and Physical Education Division, Sylvania
Campus

Shawli Sengupta, Instructor, Computer Science, Math,
Aviation and Industrial Technology Division, Rock
Creek Campus

Irene Seto, Instructor, Business Administration, Math,
Sciences and CTE Division, Southeast Campus

Wendie Siverts, Instructor, Computer Aided Drafting and
Design, Math, Sciences and CTE Division,
Southeast Campus

Daniel Soucy, Instructor, Graphic Design, Visual and
Performing Arts and Design Division, Sylvania
Campus (Temporary)

Craig Wickenberg, Counselor, Office of the Dean of
Student Development, Sylvania Campus

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8:15 PM **Public Comment on Non-Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)

8:20 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.

September 21, 2017

18-035

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

Academic Professional Appointment– **Salvador Castaneda**

Apprenticeship and Training Specialist

Arts and Professions Division, Cascade Campus

Annual Salary: \$42,429

Grade: 3

Step: 1

Effective: August 1, 2017

Education: Portland Community College AAS, Building Construction
Technology

Most Recent Experience: Portland Community College
Instructional Support Technician II

Applicant Flow:

Gender

Ethnicity

0 Female

0 American Indian or Alaska Native

2 Male

0 Asian

0 Not Disclosed

0 Black or African American

1 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

0 Not Disclosed

0 Two or More Selections

1 White (not of Hispanic Origin)

2 Total

Academic Professional Appointment– **Amanda Harrison**

Resource Center Coordinator

Liberal Arts and Pre-College Programs Division, Cascade Campus

Annual Salary: \$55,543

Grade: 4

Step: 7

Effective: September 1, 2017

Education: University of Portland BA, Spanish

Most Recent Experience: Portland Community College
Instructional Administrative Assistant III

Applicant Flow:

Gender

Ethnicity

6 Female

0 American Indian or Alaska Native

0 Male

1 Asian

0	Not Disclosed	1	Black or African American
		1	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		1	Not Disclosed
		1	Two or More Selections
		1	White (not of Hispanic Origin)
		<hr/>	
		6	Total

Academic Professional Appointment (NonGeneral Fund)– Amanda Mooney

Eyeglass Program Coordinator

Workforce and Community Development

Annual Salary: \$55,870

Grade: 3

Step: 9

Effective: September 11, 2017

Most Recent Experience: Coffee Creek Correctional Facility
Lead Lifeskills Coordinator

Applicant Flow:

Gender		Ethnicity	
6	Female	0	American Indian or Alaska Native
3	Male	1	Asian
0	Not Disclosed	0	Black or African American
		1	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		1	Not Disclosed
		0	Two or More Selections
		6	White (not of Hispanic Origin)
		<hr/>	
		9	Total

Academic Professional Appointment– Maureen Morgan

Financial Aid Advisor

Academic Affairs

Annual Salary: \$39,839

Grade: 2

Step: 1

Effective: August 14, 2017

Education: Drake University School of BA, Journalism
Journalism and Mass
Communication

Most Recent Experience: Portland Community College
Financial Aid Technician II

Applicant Flow:

Gender		Ethnicity	
5	Female	0	American Indian or Alaska Native
2	Male	3	Asian
0	Not Disclosed	0	Black or African American
		0	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		0	Not Disclosed
		0	Two or More Selections

4	White (not of Hispanic Origin)
7	Total

Academic Professional Appointment (NonGeneral Fund)– Susan Stockton

Student Resource Specialist

Links Program, Southeast Campus

Annual Salary: \$45,450

Grade: 3

Step: 3

Effective: August 22, 2017

Education: University of Chicago	MA, Social Service Administration
University of Connecticut	BA, Peace and Social Justice Studies

Most Recent Experience: Immigrant and Refugee Community Organization
Clinical Supervisor

Applicant Flow:

Gender	Ethnicity
9 Female	0 American Indian or Alaska Native
10 Male	0 Asian
0 Not Disclosed	3 Black or African American
	10 Hispanic/Latino
	0 Native Hawaiian or Other Pacific Islander
	2 Not Disclosed
	0 Two or More Selections
	4 White (not of Hispanic Origin)
	19 Total

Administrative Appointment (Temporary)- Amy Hanson

Interim IT Media Services Supervisor

Office of the President

Annual Salary: \$60,019

Grade: J

Effective: September 1, 2017 to December 20, 2017

Education: Portland State University	BA, Music Composition
Washington State University	BA, Communications

Most Recent Experience: Portland Community College
Lead Media Services Technician

Applicant Flow: Direct Appointment

Administrative Appointment– Heather Guevara

Online Learning Division Manager

Academic Affairs

Annual Salary: \$87,873

Grade: N

Effective: August 31, 2017

Education: Portland State University	MS, Sociology
Bethany College	BA, Psychology
Yakima Valley Community College	AA, General Studies

Most Recent Experience: Portland Community College

Online Program Manager (Temporary)

Applicant Flow:		Ethnicity	
Gender			
29	Female	0	American Indian or Alaska Native
21	Male	0	Asian
1	Not Disclosed	2	Black or African American
		5	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		6	Not Disclosed
		0	Two or More Selections
		38	White (not of Hispanic Origin)
		51	Total

Administrative Appointment (Temporary)- **Sharon Juenemann**

Interim TRIO Talent Search Director

Office of the Dean of Student Development, Rock Creek Campus

Annual Salary: \$77,000 Grade: K

Effective: August 22, 2017 to December 31, 2017

Education: Oregon State University MA, Adult Education
Lewis and Clark College BA, English

Most Recent Experience: Mt. Hood Community College
Program Director, TRIO College First

Applicant Flow: Direct Appointment

Administrative Appointment– **Brad Ortman**

Facilities Operations Manager

Finance and Administration

Annual Salary: \$94,000 Grade: M

Effective: August 22, 2017

Most Recent Experience: Oregon Health Sciences University
Healthcare Facilities Operations and Maintenance Manager

Applicant Flow:		Ethnicity	
Gender			
8	Female	0	American Indian or Alaska Native
51	Male	4	Asian
1	Not Disclosed	6	Black or African American
		1	Hispanic/Latino
		2	Native Hawaiian or Other Pacific Islander
		7	Not Disclosed
		1	Two or More Selections
		39	White (not of Hispanic Origin)
		60	Total

Administrative Appointment (Temporary)– **Jen Piper**

Dean of Instruction

Office of the Dean of Instruction, Southeast Campus

Annual Salary:	\$108,475	Grade:	O
Effective:	September 1, 2017 to September 1, 2018		
Education:	Miami University	MEd, Curriculum and Teacher	
		Leadership	
	University of Oregon	BS, Recreation, Tourism,	
		Management and Design	

Faculty Appointment – Judith Aspin

Instructor, Nursing

Health Professions and Physical Education Division, Sylvania Campus

Annual Salary: \$68,342

Step: 9

Effective: September 1, 2017

Education: San Jose State

University

University of Texas

Health Science Center

University of Texas

Post Masters, Nursing Education
Certificate

MS, Nursing/Nurse Practitioner

BS, Nursing

Most Recent Experience: Feel Right Today

Nurse Educator/Telephone Advice Nurse

Applicant Flow:

Gender

Ethnicity

12 Female

1 Asian

1 Male

1 Black or African American

1 Not Disclosed

2 Hispanic/Latino

2 Not Disclosed

0 Two or More Selections

8 White

14 Total

Faculty Appointment (Temporary)– Samuel Barbara

Instructor, Music

Arts and English Division, Rock Creek Campus

Annual Salary: \$53,716

Step: 2

Effective: September 1, 2017 to June 20, 2018

Education: University of Southern California

PhD, Musical Arts in
Choral Music

University of Portland

MA, Teaching

University of Portland

BA, Music

Most Recent Experience: Westminster College

Director of Choral Activities

Applicant Flow: Targeted Recruitment Appointment

Faculty Appointment (Temporary)– Abbie Berman

Instructor, Medical Imaging

Health Professions and Physical Education Division, Sylvania Campus

Annual Salary: \$55,596

Step: 3

Effective: September 1, 2017 to June 20, 2018

Education: University of California at Santa
Cruz

BA, Sociology

Portland Community College

AAS, Radiography

Most Recent Experience: Portland Community College

Instructor, Radiography (Adjunct)

Applicant Flow: Article 3.64 Appointment

Faculty Appointment– Amy Cakebread

Instructor, Mathematics

Math, Aviation and Industrial Technology Division, Rock Creek Campus

Annual Salary: \$57,542 Step: 4

Effective: September 1, 2017

Education: Portland State University MS, Teaching Mathematics
University of Portland MAT, Teaching
Portland State University BS, Mathematics

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

Applicant Flow:

Gender	Ethnicity
35 Female	1 American Indian or Alaska Native
60 Male	27 Asian
10 Not Disclosed	4 Black or African American
	5 Hispanic/Latino
	0 Native Hawaiian or Other Pacific Islander
	18 Not Disclosed
	2 Two or More Selections
	48 White (not of Hispanic Origin)
	<hr/> 105 Total

Faculty Appointment – Rebeca Cotera

Instructor, Architectural Design

Visual Arts, Performing Arts and Design Division, Sylvania Campus

Annual Salary: \$55,596 Step: 3

Effective: September 1, 2017

Education: Portland State University MS, Counselor Education, Clinical Rehabilitation Counseling 2015
Portland State University BS, Women, Gender & Sexualities 2012

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

Applicant Flow:

Gender	Ethnicity
5 Female	4 Asian
10 Male	0 Black or African American
2 Not Disclosed	2 Hispanic/Latino
	2 Not Disclosed
	0 Two or More Selections
	9 White
	<hr/> 17 Total

Faculty Appointment (Temporary)– Faith Curammeng

Instructor, Communication Studies

Visual and Performing Arts and Design Division, Sylvania Campus

Annual Salary: \$55,596 Step: 3

Effective: September 1, 2017 to June 20, 2018

Education: Pepperdine University MA, Communication Arts
George Fox University BA, Communication Arts
George Fox University BA, Communication Media
Broadcast

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

Applicant Flow: Article 3.64 Appointment

Faculty Appointment (Temporary)–Brent Di Elmo

Instructor, Developmental Reading and Writing

Business Applied Technology and College Preparation Division, Rock Creek Campus

Annual Salary: \$57,542 Step: 4

Effective: September 1, 2017 to June 20, 2018

Education: University of Central Florida MA, English Literature
University of Florida BA, English Literature

Most Recent Experience: Portland Community College
Instructor, Reading and Writing (Temporary)

Applicant Flow: Article 3.64 Appointment

Faculty Appointment (Temporary)– Dimitar Dimitrov

Instructor, Geography

Social Science, Communication and Health Division, Rock Creek Campus

Annual Salary: \$55,596 Step: 3

Effective: August 21, 2017 to June 20, 2018

Education: Portland State University MED, Education
Sofia University PhD, Political and Economic
Geography
Sofia University MS, Economic and Social Geography
Sofia University BS, Economic Geography

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

Applicant Flow: Article 3.64 Appointment

Faculty Appointment – Kathleen Doss

Instructor, Communication Studies

Liberal Arts and Pre-College Programs Division, Cascade Campus

Annual Salary: \$59,555 Step: 5

Effective: September 1, 2017

Education: University of Hawaii MA, Speech Communication
University of Hawaii BA, Psychology
Kapi'olani Community College AA, Liberal Arts

Most Recent Experience: Portland Community College
Instructor, Communication Studies (Temporary)

Applicant Flow:

Gender		Ethnicity	
36	Female	5	Asian
42	Male	3	Black or African American
8	Not Disclosed	5	Hispanic/Latino
		15	Not Disclosed
		3	Two or More Selections
		55	White
		86	Total

Faculty Appointment (Temporary)– Jane Ellis

Instructor, Emergency Management

Allied Health, Emergency and Legal Services Division, Cascade Campus

Annual Salary: \$51,897 Step: 1

Effective: September 1, 2017 to June 20, 2018

Education: University of Minnesota MS, Elementary Education
University of Wisconsin, Madison BEd, Elementary Education

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

Applicant Flow: Article 3.64 Appointment

Faculty Appointment (Temporary)–Christine Fletcher

Instructor, Veterinary Technology

Science and Technology Division, Rock Creek Campus

Annual Salary: \$61,639 Step: 6

Effective: September 1, 2017 to June 20, 2018

Education: University of California Doctor of Veterinary Medicine
University of California BS, Animal Physiology

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

Applicant Flow: Article 3.64 Appointment

Faculty Appointment (Temporary)– Bradford Fox

Instructor, Building Construction Technology

Math, Aviation and Industrial Technology Division, Rock Creek Campus

Annual Salary: \$55,596 Step: 3

Effective: September 1, 2017 to June 20, 2018

Education: Warner Pacific College MA, Teaching
Brigham Young University BS, Manufacturing
Engineering Technology
Ricks College AS, Manufacturing 1995
Engineering Technology

Most Recent Experience: Portland Community College
Instructor, Machine Manufacturing Technology (Adjunct)

Applicant Flow: Article 3.64 Appointment

Faculty Appointment (Temporary)– Colin Gilmore

Instructor, Sociology

Liberal Arts and Pre-College Division, Southeast Campus

Annual Salary: \$55,596 Step: 3

Effective: September 1, 2017 to June 20, 2018

Education: Portland State University MSW, Direct Human Services
Portland State University MS, Sociology
University of Oregon BS, Sociology

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

Applicant Flow: Article 3.64 Appointment

Faculty Appointment (Temporary)–Noella Grady

Instructor, Mathematics

Mathematics and College Success Division, Sylvania Campus

Annual Salary: \$55,596 Step: 3

Effective: September 1, 2017 to June 20, 2018

Education: Oregon State University MS, Mathematics
Whitman College BA, Mathematics
Linn-Benton Community College AAS, Horse Management

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

Applicant Flow: Article 3.64 Appointment

Faculty Appointment – Carlnita Greene

Instructor, Communication Studies

Liberal Arts and Pre-College Programs Division, Cascade Campus

Annual Salary: \$61,639 Step: 6

Effective: September 1, 2017

Education: University of Texas PhD, Communication Studies
State University of New York MA, Communications
University of Virginia BA, English Literature

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

Applicant Flow:

Gender	Ethnicity
36 Female	5 Asian
42 Male	3 Black or African American
8 Not Disclosed	5 Hispanic/Latino
	15 Not Disclosed
	3 Two or More Selections
	55 White
	<hr/> 86 Total

Faculty Appointment – Eduardo Guerrero

Instructor, General Science/Geology

Math, Science, Health and PE Division, Cascade Campus

Annual Salary: \$55,596 Step: 3

Effective: September 1, 2017

Education: Oregon State University PhD, Geology
Denison University BA, Geology

Most Recent Experience: Linn Benton Community College
Instructor, Oceanography

Applicant Flow:

Gender

Ethnicity

43	Female	13	Asian
53	Male	1	Black or African American
5	Not Disclosed	4	Hispanic/Latino
		12	Not Disclosed
		1	Two or More Selections
		70	White
		101	Total

Faculty Appointment– Jennifer Hill

Instructor, Biology

Science and Technology Division, Rock Creek Campus

Annual Salary: \$55,596 Step: 3

Effective: September 1, 2017

Education: Oregon Health and Science University PhD, Neuroscience
Pacific University BS, Biology

Most Recent Experience: Montgomery College
Associate Professor

Applicant Flow:

Gender

Ethnicity

31	Female	0	American Indian or Alaska Native
36	Male	7	Asian
0	Not Disclosed	2	Black or African American
		5	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		4	Not Disclosed
		3	Two or More Selections
		46	White (not of Hispanic Origin)
		67	Total

Faculty Appointment – Jason Jette

Instructor, Automotive Service Technology

Mathematics and College Success Division, Sylvania Campus

Annual Salary: \$55,596 Step: 3

Effective: September 1, 2017

Education: Universal Technical Institute

Most Recent Experience: The Audi Connection
Master Technician

Applicant Flow:

Gender	Ethnicity
0 Female	0 Asian
13 Male	0 Black or African American
0 Not Disclosed	2 Hispanic/Latino
	0 Not Disclosed
	0 Two or More Selections
	11 White
	<hr/> 13 Total

Faculty Appointment– **Isaiah Jones**

Counselor

Student Support Services Division, Sylvania Campus

Annual Salary: \$51,897 Step: 1

Effective: September 1, 2017

Education: Smith College for Social Work MS, Social Work
Morgan State University BS, Psychology

Most Recent Experience: CODA Recovery Center
Integrated Clinical Specialist

Applicant Flow:

Gender	Ethnicity
95 Female	9 Asian
29 Male	9 Black or African American
5 Not Disclosed	6 Hispanic/Latino
	10 Not Disclosed
	4 Two or More Selections
	91 White
	<hr/> 129 Total

Faculty Appointment – **Michelle Ktejik**

Instructor, Sign Language Interpretation Program

English and World Languages Division, Sylvania Campus

Annual Salary: \$59,555 Step: 5

Effective: September 1, 2017

Education: Gallaudet University MA, Linguistics
Gallaudet University Linguistics MA, Interpretation
University of Wisconsin BA, Linguistics

Most Recent Experience: Portland Community College
Instructor, Sign Language Interpretation Program (Temporary)

Applicant Flow:

Gender	Ethnicity
5 Female	0 Asian
1 Male	0 Black or African American
1 Not Disclosed	1 Hispanic/Latino

1	Native Hawaiian or Other Pacific Islander
3	Not Disclosed
0	Two or More Selections
2	White
<hr/>	
7	Total

Faculty Appointment – Thomas Laxson

Instructor, Aviation Maintenance Technology

Mathematics, Aviation and Industrial Technology Division, Rock Creek Campus

Annual Salary: \$57,542 Step: 4

Effective: September 1, 2017

Education: Embry-Riddle Aeronautical University BA, Professional Aeronautics
Portland Community College AAS, Aviation Maintenance Technology

Most Recent Experience: Portland Community College
Instructor, Aviation Maintenance Technology (Temporary)

Applicant Flow:

Gender		Ethnicity	
2	Female	1	Asian
11	Male	0	Black or African American
0	Not Disclosed	0	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		1	Not Disclosed
		2	Two or More Selections
		9	White
		<hr/>	
		13	Total

Faculty Appointment– Valerie Limbrunner-Bartlett

Instructor, Physical Education

Math, Sciences and CTE Division, Southeast Campus

Annual Salary: \$55,596 Step: 3

Effective: September 1, 2017

Education: Portland State University MPH, Health Promotion and Education
Portland State University BS, Physical Activity
Portland Community College AA, General Studies

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

Applicant Flow:

Gender		Ethnicity	
26	Female	0	American Indian or Alaska Native
41	Male	4	Asian
4	Not Disclosed	2	Black or African American
		7	Hispanic/Latino

0	Native Hawaiian or Other Pacific Islander
7	Not Disclosed
3	Two or More Selections
48	White (not of Hispanic Origin)
<hr/> 71	Total

Faculty Appointment – Daniel Little

Instructor, Computer Information Systems

Business and Computing Division, Sylvania Campus

Annual Salary: \$55,596 Step: 3

Effective: September 1, 2017

Education: Pennsylvania College of Technology
 BS, Internetworking Application Development
 BS, Data Communications and Networking
 AAS, Networking and Technical Support

Most Recent Experience: Pennsylvania College of Technology
 Instructor, Computer Science

Applicant Flow:

Gender		Ethnicity	
5	Female	2	Asian
9	Male	0	Black or African American
1	Not Disclosed	2	Hispanic/Latino
		1	Not Disclosed
		1	Two or More Selections
		9	White
		<hr/> 15	Total

Faculty Appointment – Homayoun Louie

Instructor, Dental Laboratory Technology

Health Professions and Physical Education Division, Sylvania Campus

Annual Salary: \$63,798 Step: 7

Effective: September 1, 2017

Education: Portland State University BS, Social Science
 Portland Community College AAS, Dental Technology

Most Recent Experience: Portland Community College
 Instructor, Dental Laboratory Technology (Temporary)

Applicant Flow:

Gender		Ethnicity	
0	Female	0	Asian
3	Male	0	Black or African American
1	Not Disclosed	0	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		1	Not Disclosed
		0	Two or More Selections

_____ 3 White
4 Total

Faculty Appointment (Temporary)– Richard B. Luff

Instructor, Machine Manufacturing Technology

Engineering and Technology Division, Sylvania Campus

Annual Salary: \$55,596 Step: 3

Effective: September 1, 2017 to June 20, 2018

Education: Portland Community College AA, Machine Manufacturing
Technology

Most Recent Experience: Portland Community College
Instructor, Machine Manufacturing Technology (Adjunct)

Applicant Flow: Article 3.64 Appointment

Faculty Appointment (Temporary)– Joseph Mann

Instructor, Studio Art

Liberal Arts and Pre-College Division, Southeast Campus

Annual Salary: \$55,596 Step: 3

Effective: September 1, 2017 to June 20, 2018

Education: Parsons School of Design MFA, Painting
University of North Carolina BFA, Painting

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

Applicant Flow: Article 3.64 Appointment

Faculty Appointment (Temporary)– Jennifer Margolis

Counselor, Disability Services

Academic Affairs

Annual Salary: \$55,596 Step: 3

Effective: September 1, 2017 to June 20, 2018

Education: Alliant International University PhD, Clinical Psychology
University of California Los Angeles BA, Psychology

Most Recent Experience: Portland Community College
Counselor (Adjunct)

Applicant Flow: Article 3.64 Appointment

Faculty Appointment (Temporary)– Jessica Martin

Instructor, Communication Studies

Visual and Performing Arts and Design Division, Sylvania Campus

Annual Salary: \$51,897 Step: 1

Effective: September 1, 2017 to June 20, 2018

Education: Oregon State University MS, Interdisciplinary Studies
BA, Speech Communications

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

Applicant Flow: Article 3.64 Appointment

Faculty Appointment – Patrick McMurray

Instructor, Dental Laboratory Technology

Health Professions and Physical Education Division, Sylvania Campus

Annual Salary: \$59,555 Step: 5

Effective: September 1, 2017

Education: Portland Community College AAS, Dental Technology

Most Recent Experience: Portland Community College
Instructor, Dental Laboratory Technology (Temporary)

Applicant Flow:

Gender	Ethnicity
0 Female	0 Asian
3 Male	0 Black or African American
1 Not Disclosed	0 Hispanic/Latino
	0 Native Hawaiian or Other Pacific Islander
	1 Not Disclosed
	0 Two or More Selections
	3 White
	<hr/> 4 Total

Faculty Appointment (Temporary)– Jesse Mejia

Instructor, Music and Sonic Arts

Arts and Professions Division, Cascade Campus

Annual Salary: \$55,596 Step: 3

Effective: September 1, 2017 to June 20, 2018

Education: University of Wales MA, Music Composition
Sarah Lawrence College BA, Music Composition

Most Recent Experience: Portland Community College
Instructor, Music and Sonic Arts (Adjunct)

Applicant Flow: Article 3.64 Appointment

Faculty Appointment– Michael McGovern

Instructor, Art – Printmaking

Arts and English Division, Rock Creek Campus

Annual Salary: \$55,596 Step: 3

Effective: September 1, 2017

Education: Northern Illinois University MFA, Printmaking 2009
Pacific Northwest College of Art BFA, Photography 2004

Most Recent Experience: Portland Community College
Instructor, Art – Printmaking (Adjunct)

Applicant Flow:

Gender	Ethnicity
40 Female	1 American Indian or Alaska Native
38 Male	9 Asian
7 Not Disclosed	0 Black or African American

5	Hispanic/Latino
0	Native Hawaiian or Other Pacific Islander
14	Not Disclosed
4	Two or More Selections
52	White (not of Hispanic Origin)
85	Total

Faculty Appointment (Temporary)– Sara Parker

Instructor, Dance

Visual and Performing Arts and Design Division, Sylvania Campus

Annual Salary: \$55,596 Step: 3

Effective: September 1, 2017 to June 20, 2018

Education: University of Utah MFA, Modern Dance
University of Oregon BS, Dance

Most Recent Experience: Portland Community College
Instructor, Dance (Temporary)

Applicant Flow: Article 3.64 Appointment

Faculty Appointment (Temporary)– Hallie Puncochar

Instructor, Computer Application Systems And Office Systems

Business Applied Technology and College Preparation Division, Rock Creek Campus

Annual Salary: \$55,596 Step: 3

Effective: September 1, 2017 to June 20, 2018

Education: George Fox University MA, Teaching
Oregon Institute of Technology BS, Business Administration

Most Recent Experience: Portland Community College
Instructor, Computer Application Systems (Adjunct)

Applicant Flow: Article 3.64 Appointment

Faculty Appointment– Rohini Puri-Bose

Counselor

Office of the Dean of Student Development, Southeast Campus

Annual Salary: \$51,897 Step: 1

Effective: September 1, 2017

Education: University of Missouri PhD, Counseling Psychology
University of Missouri MEd, Counseling Psychology
University of Pune MA, Psychology
Fergusson College BA, Psychology

Most Recent Experience: University of California – Berkeley
Predoctoral Psychology Intern

Applicant Flow:

Gender

Ethnicity

96	Female	1	American Indian or Alaska Native
37	Male	8	Asian
12	Not Disclosed	10	Black or African American
		6	Hispanic/Latino

1	Native Hawaiian or Other Pacific Islander
18	Not Disclosed
4	Two or More Selections
97	White (not of Hispanic Origin)
<hr/> 145	Total

Faculty Appointment (Temporary-Job Share)– Angel Ray

Counselor, Disability Services

Academic Affairs

Annual Salary: \$55,596 @ .50 FTE Step: 3

Effective: September 1, 2017 to August 20, 2018

Education: Portland State University MS, Education Counseling

Most Recent Experience: Portland Community College
Counselor (Adjunct)

Applicant Flow: Article 3.64 Appointment

Faculty Appointment – Heather Reynolds

Instructor, Nursing

Health Professions and Physical Education Division, Sylvania Campus

Annual Salary: \$55,596 Step: 3

Effective: September 1, 2017

Education: Western Governors University MS, Nursing Education
University of Washington BS, Nursing

Most Recent Experience: Portland Community College
Instructor, Nursing (Temporary)

Applicant Flow:

Gender

Ethnicity

12	Female	1	Asian
1	Male	1	Black or African American
1	Not Disclosed	2	Hispanic/Latino
		2	Not Disclosed
		0	Two or More Selections
		8	White
		<hr/> 14	Total

Faculty Appointment (Temporary)– Bret Rickman

Instructor, Mathematics

Mathematics and College Success Division, Sylvania Campus

Annual Salary: \$57,542 Step: 4

Effective: September 1, 2017 to June 20, 2018

Education: Lesley University MED, Educational Technology
Portland State University MS, Mathematics and Teaching
Concordia University BS, High Secondary Education
ITT Technical Institute AS, Electronic Engineering
Technology

Most Recent Experience: Portland Community College

Instructor, Mathematics (Adjunct)
Applicant Flow: Article 3.64 Appointment

Faculty Appointment (Temporary)– Salvador Ramos-Rodriguez

Instructor, Spanish GED

Business, Applied Technology and College Preparation Division, Rock Creek Campus

Annual Salary: \$51,897 Step: 1

Effective: September 1, 2017 to June 20, 2018

Education: Portland State University MA, Education

BA, Spanish

University of Guadalajara BA, Civil Engineering

Portland Community College AAS, Business

Most Recent Experience: Portland Community College
Instructor, HEP Spanish GED (Adjunct)

Applicant Flow: Article 3.64 Appointment

Faculty Appointment (Temporary)– David Schooler

Instructor, Computer Information Systems

Business and Computing Division, Sylvania Campus

Annual Salary: \$57,542 Step: 4

Effective: September 1, 2017 to June 20, 2018

Education: Oregon Institute of Technology BS, Information Technology
Management

Portland Community College AAS, Computer Information
Systems

Most Recent Experience: Portland Community College
Instructor, Computer Information Systems(Temporary)

Applicant Flow: Article 3.64 Appointment

Faculty Appointment – Nancy Seebert

Instructor, Nursing

Health Professions and Physical Education Division, Sylvania Campus

Annual Salary: \$61,639 Step: 6

Effective: September 1, 2017

Education: American Sentinel University MS, Nursing Education

Jones International University MA, Business

University Communication

Boston University BS, Nursing

Most Recent Experience: Linfield Good Samaritan School of Nursing
Clinical Adjunct Faculty

Applicant Flow:

Gender

Ethnicity

12	Female	1	Asian
1	Male	1	Black or African American
1	Not Disclosed	2	Hispanic/Latino

2	Not Disclosed
0	Two or More Selections
8	White
<hr/> 14	Total

Faculty Appointment– Shawli Sengupta

Instructor, Computer Science

Math, Aviation and Industrial Technology Division, Rock Creek Campus

Annual Salary: \$51,897 Step: 1

Effective: September 1, 2017

Education:	Texas State University	MS, Computer Science	2008
	Arizona State University	MS, Mechanical Engineering	2015
	Institute of Engineering and Management	BS, Computer Science	2003

Most Recent Experience: Portland Community College
Instructor, Computer Science

Applicant Flow:

Gender		Ethnicity	
5	Female	0	American Indian or Alaska Native
15	Male	4	Asian
1	Not Disclosed	1	Black or African American
		2	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		3	Not Disclosed
		0	Two or More Selections
		11	White (not of Hispanic Origin)
		<hr/> 21	Total

Faculty Appointment– Irene Seto

Instructor, Business Administration

Math, Sciences and CTE Division, Southeast Campus

Annual Salary: \$57,524 Step: 4

Effective: September 1, 2017

Education:	Portland State University	MBA, International Business
	Portland State University	BA, Advertising Management and Marketing
	Portland State University	BA, Chinese

Most Recent Experience: Portland Community College
Instructor, Business and College Success and Career Guidance (Adjunct)

Applicant Flow:

Gender		Ethnicity	
4	Female	0	American Indian or Alaska Native
15	Male	3	Asian
1	Not Disclosed	2	Black or African American

0	Hispanic/Latino
0	Native Hawaiian or Other Pacific Islander
3	Not Disclosed
1	Two or More Selections
11	White (not of Hispanic Origin)
<hr/> 20	Total

Faculty Appointment– Wendie Siverts

Instructor, Computer Aided Drafting and Design

Math, Sciences and CTE Division, Southeast Campus

Annual Salary: \$55,596 Step: 3

Effective: September 1, 2017

Education: Western Washington University BS, Industrial Design

Most Recent Experience: FlatHED, Inc.
Principal Industrial Designer

Applicant Flow:

Gender		Ethnicity	
3	Female	0	American Indian or Alaska Native
13	Male	2	Asian
1	Not Disclosed	1	Black or African American
		0	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		1	Not Disclosed
		1	Two or More Selections
		12	White (not of Hispanic Origin)
		<hr/> 17	Total

Faculty Appointment (Temporary)– Daniel Soucy

Instructor, Graphic Design

Visual and Performing Arts and Design Division, Sylvania Campus

Annual Salary: \$53,716 Step: 2

Effective: September 1, 2017 to June 20, 2018

Education: Portland Community College AAS, Graphic Design

Most Recent Experience: Portland Community College
Marketing Specialist

Applicant Flow: Article 3.64 Appointment

Faculty Appointment– Craig Wickenberg

Counselor

Office of the Dean of Student Development, Sylvania Campus

Annual Salary: \$55,596 Step: 3

Effective: September 1, 2017

Education: Lewis and Clark College MA, Counseling Psychology
Antioch University MA, Organizational Management

	University of California, Santa Barbara	BA, Business Economics
	University of California, Santa Barbara	BS, Environmental Science
Most Recent Experience:	Portland Community College Counselor (Temporary)	

Applicant Flow:

Gender		Ethnicity	
96	Female	1	American Indian or Alaska Native
37	Male	8	Asian
12	Not Disclosed	10	Black or African American
		6	Hispanic/Latino
		1	Native Hawaiian or Other Pacific Islander
		18	Not Disclosed
		4	Two or More Selections
		97	White (not of Hispanic Origin)
		<hr/>	
		145	Total

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN SEPTEMBER 21, 2017 PERSONNEL REPORT**

Female	32
Male	23
Not Disclosed	<hr/> 2
	57

American Indian or Alaska Native	2
Asian	4
Black or African American	3
Hispanic/Latino	7
Native Hawaiian or Other Pacific Islander	0
Not Disclosed	10
Two or More Selections	0
White	<hr/> 31
	57

September 21, 2017

18-036

COMMENDATION OF RETIRING EMPLOYEE –
MICHAEL AVDEEF

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Michael Avdeef has performed faithfully in his duties as an Instructional Support Tech IV for Portland Community College since January 3, 2011. He retires effective September 20, 2017.

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

September 21, 2017

18-037

COMMENDATION OF RETIRING EMPLOYEE –
COLLEEN CARAHER

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Colleen Caraher has performed faithfully in her duties as an Instructional Support Tech IV and Facil/Nursing Skills Lab for Portland Community College since September 15, 1986. She retires effective September 30, 2017.

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

September 21, 2017

18-038

RATIFICATION OF AMENDMENTS TO COLLECTIVE
BARGAINING AGREEMENT BETWEEN PORTLAND
COMMUNITY COLLEGE AND PORTLAND COMMUNITY
COLLEGE FEDERATION OF CLASSIFIED EMPLOYEES
FOR JULY 1, 2017 TO JUNE 30, 2019

PREPARED BY: Cheryl Belt, Employee and Labor Relations Manager

APPROVED BY: Sylvia Kelley, College Vice President
Mark Mitsui, College President

REPORT: In 2013, the college and the PCC Federation of Classified Employees (PCCFCE) agreed to, and the Board approved, a one percent salary structure increase in each year of the 2013-2015 biennium contingent upon PERS savings from SB 822. Due to the overturn of SB 822, the salary structure for FY 2016-17 shall be reduced by one percent before applying the FY 2017-18 salary structure increase, and the FY 2017-18 salary structure shall be reduced by one percent before applying the FY 2018-19 salary structure increase.

The collective bargaining agreement between the College and the PCCFCE for the period of July 1, 2015 through June 30, 2019 included a “reopener” provision. The reopener was limited to salary, the College’s contribution toward health insurance and a few specific contract articles.

The College and the Federation began meeting in February 2017 and reached a tentative agreement on September 15, 2017. The key provisions of the tentative agreement are:

- 1) The Classified salary schedules shall be increased by 1.25% effective June 21, 2017 and by 2.0% effective June 21, 2018.
- 2) Addition of a step to the top of the salary range implemented over two years. Elimination of the bottom step.
- 3) Effective with the October 1, 2017 payroll, the monthly maximum College contributions toward employee health insurance (combined medical, prescription drug, vision and dental) shall be as follows:

Employee	\$751
Employee + Spouse	\$1377
Employee + Children	\$1279
Family	\$1622

- 4) Effective with the October 1, 2018 payroll, the monthly maximum College contributions toward employee health insurance (combined medical, prescription drug, vision and dental) shall be as follows:

Employee	\$773
Employee + Spouse	\$1416
Employee + Children	\$1315
Family	\$1667

- 5) Classified step increases effective June 21, 2017 and June 21, 2018.
- 6) Effective October 1, 2017 to September 30, 2018, eligible Classified employees who retire with 20 years full-time PCC service will receive a stipend of \$525 per month for up to four years. This program may continue to June 30, 2019 if sufficient funds remain unexpended.

RECOMMENDATION: That the tentative agreement summarized in the REPORT section be ratified by the Board of Directors

September 21, 2017

18-039

RATIFICATION OF AMENDMENTS TO COLLECTIVE
BARGAINING AGREEMENT BETWEEN PORTLAND
COMMUNITY COLLEGE AND PORTLAND COMMUNITY
COLLEGE FEDERATION OF FACULTY AND ACADEMIC
PROFESSIONALS FOR SEPTEMBER 1, 2017 TO
AUGUST 31, 2019

PREPARED BY: Cheryl Belt, Employee and Labor Relations Manager

APPROVED BY: Sylvia Kelley, College Vice President
Mark Mitsui, College President

REPORT: In 2013, the college and the PCC Federation of Faculty and Academic Professionals (PCCFFAP) agreed to, and the Board approved, a one percent salary structure increase in each year of the 2013-2015 biennium contingent upon PERS savings from SB 822. Due to the overturn of SB 822, salary structures for FY 2016-17 shall be reduced by one percent before applying the FY 2017-18 salary structure increases and the FY 2017-18 salary structures shall be reduced by one percent before applying the FY 2018-19 salary structure increases.

The collective bargaining agreement between the College and the PCCFFAP for the period of September 1, 2015 through August 30, 2019 included a "reopener" provision. The reopener was limited to salary and the College's contribution toward health insurance.

The College and the Federation began meeting in February 2017 and reached a tentative agreement on September 15, 2017. The key provisions of the tentative agreement are:

- 1) The FT Faculty and Academic Professional salary schedules shall be increased by 1.25% effective August 21, 2017 and by 2.0% effective August 21, 2018. The PT Faculty salary schedule shall be increased by 2.0% effective the first bi-weekly pay period of Fall term 2017 and by 2.0% effective the first bi-weekly pay period of Fall term 2018.
- 2) Addition of a step to the top of the Academic Professional salary schedule to be implemented over two years (one-

half step each year). Elimination of the bottom step of the Academic Professional salary schedule.

- 3) Addition of one step to the top of the Part-Time Faculty salary schedule to be implemented each year.
- 4) Effective with the October 1, 2017 payroll, the monthly maximum College contributions toward employee health insurance (combined medical, prescription drug, vision and dental) shall be as follows:

Employee	\$751
Employee + Spouse	\$1377
Employee + Children	\$1279
Family	\$1622

- 5) Effective with the October 1, 2018 payroll, the monthly maximum College contributions toward employee health insurance (combined medical, prescription drug, vision and dental) shall be as follows:

Employee	\$773
Employee + Spouse	\$1416
Employee + Children	\$1315
Family	\$1667

- 6) Effective with the October 1, 2017 payroll, the monthly College contributions toward Part-Time Faculty health insurance (combined medical, prescription drug and vision) shall include an additional \$150 per month for Employee + Spouse and Employee + Children coverage, and an additional \$300 per month for Family coverage.

- 7) The College contribution to the Health Insurance Trust Fund for part-time faculty shall be as follows:

FY 17-18	\$40,000
FY 18-19	\$40,000

RECOMMENDATION: That the tentative agreement summarized in the REPORT section be ratified by the Board of Directors

September 21, 2017

18-040

BOARD RESOLUTION FOR MANAGEMENT,
CONFIDENTIAL AND EXECUTIVE SALARY AND BENEFIT
ADJUSTMENTS FOR FY 2017-2018

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

APPROVED BY: Sylvia Kelley, Executive Vice President
Mark Mitsui, College President

REPORT: Management, confidential and executive employees received Board approved salary structure increases in each year of the 2013-2015 biennium. Per resolution dated July 17, 2013, salary structure increases were contingent upon PERS savings from SB 822, and salary structures were to be reduced by one percent per year in each of two years if SB 822 was overturned. Due to the overturn of SB 822, salary structures for FY 2016-17 shall be reduced by one percent before applying the FY2017-18 salary structure increase. (Salary structures are also subject to a one percent reduction in year two of the biennium.)

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

Survey data from multiple sources during the current year has been reviewed. The data comes from the 2017 Portland Area Cross Industry Survey, Government/Education (Milliman); Northwest Management Salary Survey, Government/Education (Milliman); and the World at Work Salary Budget Survey, Education/Western US. The data from these sources show an average structure adjustment of 1.7% and an average individual incumbent salary adjustment of 2.9%.

RECOMMENDATION: That the Board of Directors approve for FY 2017-2018 the following adjustments:

An increase of 1.7% to the salary structure; plus

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

employee; and

All such adjustment to be applied in accordance with Human Resources practice and to be effective as of the first pay period of FY 2017-2018.

Effective with the October 1, 2017 payroll, that the monthly maximum College contributions toward employee health insurance (combined medical, prescription drug, vision and dental) shall be as follows:

Employee	\$751
Employee + Spouse	\$1377
Employee + Children	\$1279
Family	\$1622

September 21, 2017

18-041

AUTHORIZE AN INCREASE TO ANDERSON KRYGIER,
INC. CONTRACT TO PROVIDE DISTRICT-WIDE
SIGNAGE SERVICES FOR BOND PROGRAM PROJECTS

PREPARED BY: Cau Chung, Finance Manager, Bond Program

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

APPROVED BY: Sylvia Kelley, Executive Vice President
Mark Mitsui, College President

REPORT: On May 17, 2012, the Portland Community College (PCC) Board of Directors approved contract for Bond Program district-wide signage services to Anderson Krygier, Inc. (BA 12-108). The contract was valid through June 30, 2017 with the total amount of \$150,000.

Anderson Krygier was chosen through an open competitive request for proposal process to provide an updated college wide wayfinding program. Work has been completed at the Southeast Campus and the Rock Creek Campus's new signs will be installed by the end of September. Cascade and Sylvania Campus assessments and drawings still need to be completed as well as review and recommendations for any of the college's centers.

The campus walkthroughs, reviews, and documentation has been much more extensive than originally anticipated due to the number of existing signs on our campuses and the changes over the years.

With numerous projects scheduled to complete in fiscal year 2017 and 2018 at various locations the Bond Program requests an additional \$200,000 for signage consultant services and anticipate the work to continue through June 30, 2019.

RECOMMENDATION: That the Board of Directors authorize an increase of \$200,000 to Anderson Krygier, Inc. to provide district-wide signage services through June 30, 2019. With this increase, the revised contract with Anderson Krygier, Inc. will total \$350,000. The funding for this contract is from 2008 Bond Program.

September 21, 2017

18-042

AUTHORITATION TO PURCHASE A CABLE
MANAGEMENT MAPPING SOLUTION

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

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

APPROVED BY: Sylvia Kelley, Executive Vice President
Mark Mitsui, College President

REPORT: The College has a need to purchase software to manage our extensive communications network and data infrastructure.

As part of Information Technology (IT) improvements in the 2008 Bond, over 10 million feet of data infrastructure cabling was added and upgraded throughout the College. Information Technology needs a robust GIS database application that will document, map, and manage the college-wide low voltage network and telecommunications plant. An accurate mapping system will allow IT to improve network and data operations, assess telecom room space utilization, provide improved security and disaster recovery needs, and increase operational efficiency.

On August 2, 2017, a Request for Proposals (RFP) was advertised in the Daily Journal of Commerce, State of Oregon ORPIN, and the PCC Solicitation website. A total of twenty (20) vendors registered and received a copy of the RFP document. At bid closing three (3) vendors submitted their proposals. The bids were evaluated for response to questions, their Implementation Plan, Training, Support & Maintenance, References, and Overall Costs & Warranty.

Vendor:	Score:
Ptarmigan	182
Resource Data	250
Mapcom	401

Note: No Oregon certified MWESB firms submitted a bid.

RECOMMENDATION: That the Board of Directors authorize the purchase of Mapcom. The cost for this product is approximately \$148,800.00 which includes reimbursables. Expenditures for this purchase will be from the 2008 bond funds.

September 21, 2017

18-043

AUTHORIZE AN INCREASE AND RATIFY EXPENDITURES
TO EXISTING SPECIALTY CONTRACTOR SERVICES
FOR DISTRICT WIDE ELECTRONIC SECURITY
PROJECT TO ARONSON SECURITY GROUP

PREPARED BY: Cau Chung, Finance Manager, Bond Program

FINANCIAL
RESPONSIBILITY: Derrick Foxworth, Director, Public Safety
Linda Degman, Director, Bond Program

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

REPORT: On December 10, 2015, BA-16-049, the Board of Directors approved the award and contract with Aronson Security Group (ASG) for Specialty Contractor services for the District-wide Electronic Security project for Rock Creek, Southeast, Sylvania, and Portland Metro to install access control at all four locations. ASG was selected through a competitive RFP process. ASG has retrofit numerous existing doors with new hardware, programmed a variety of electronic security devices, and added interior door controls in high value areas. The number of doors with access control has doubled throughout the College.

On March 16, 2017, BA-17-083, the Board of Directors approved additional funds for ASG to re-program the access control system to accommodate the additional doors, secure roll-up doors, isolated classrooms, and additional high value areas.

Additional funding is required to complete the District-wide Electronic Security project. The new access control database needs to be encrypted to meet information security standards, door control panels require firmware upgrades and replacements to function properly, and new access control location maps are needed for Public Safety. After careful review by Public Safety and the Bond program, staff requests an increase of \$200,000 to complete the District-wide Electronic Security work.

As the work began in 2016 it became clear that the existing access control and camera system had many operational issues that had not been addressed over the years. Those issues had to be fixed or the additional devices that were being installed through the Bond project would not work correctly. With the Bond project already under way it was imperative to move quickly on the system operational upgrades and fixes.

The following is a list of upgrades that ASG performed for Public Safety between June 2016 and July 2017; milestone camera software upgrade, SSA renewal, critical camera installation at Cascade, integration of access controls at Climb, AMAG software upgrade, and districtwide maintenance. The total expenditure from the general fund for the time period was \$241,185. These expenses need to be ratified by the Board as there was not a formal process for these critical operational expenses.

RECOMMENDATION: That the Board of Directors authorizes the College to continue to work with Aronson Security Group to provide specialty contractor services for the District-wide Electronic Security Project for an increase of \$200,000. The revised contract total will be \$3,240,370, with the terms and conditions valid through December 31, 2017. And ratify \$241,185 expenditure from the general fund. The increase funding is from the 2008 Bond Program.

September 21, 2017

18-044

AUTHORIZE AN INCREASE TO THE EXISTING
CONTRACTS WITH CEDAR MILL CONSTRUCTION AND
TS GRAY CONSTRUCTION TO PROVIDE GENERAL
CONSTRUCTION SERVICES

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

FINANCIAL
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

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

REPORT: On March, 2015 (BA 15-093), the Board of Directors approved a five-year contract with Cedar Mill Construction and TS Gray Construction for an up to \$1,000,000 contract (combined) total to provide general construction services for the College District on an as needed basis. The services included building alterations, wall installations/repairs, room painting, tile work, ADA building work, door installations, brick work, specialty project, carpentry work, and other general construction duties, as needed.

There has been an increased amount of requests for general construction services throughout the College District than anticipated and the expenditure is currently near to the full authorized amount. To fund the completion of committed projects and accommodate future services, the FMS Department requests an additional \$300,000. This increase will also allow the FMS Division to continue contracting with existing contractors without interruptions while the College is pursuing a Job Order Contracting process for this type of work (submitted on a separate Board of Director resolution).

RECOMMENDATION: That the Board of Directors, authorize the contract increase of \$300,000 for General Construction Services contracts (shared by Cedar Mill Construction and TS Gray Construction). Funding for this project is covered by the General Fund (1000) and Capital Projects Fund (2000).

September 21, 2017

18-045

AUTHORIZATION TO INCREASE BALFOUR BEATTY
CONSTRUCTION CONTRACT (FORMERLY, HOWARD
S WRIGHT CONSTRUCTIONS) TO PROVIDE
CONSTRUCTION MANAGER/GENERAL
CONTRACTOR FOR SYLVANIA CAMPUS 2008 BOND
PROJECTS

PREPARED BY: Cau Chung, Manager, Bond Accounting

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

APPROVED BY: Sylvia Kelley, Executive Vice President
Mark Mitsui, College President

REPORT: As part of the 2008 Bond projects, the Board reviewed and approved Resolution 10-077 which authorized the exemption process for the Construction Manager/General Contractor (CM/GC) procurement method for the Sylvania Campus. Howard S. Wright Constructors was selected as the CM/GC for the Sylvania Campus through Resolution 10-097, with an initial authorization of \$21 million, plus Resolution 13-078 for \$14 million for 2013 projects, Resolution 14-083 for \$8 million for 2014 projects, Resolution 15-040 for \$7 million for 2015 projects, Resolution 15-130 for \$2 million increase, and resolution 16-119 for \$9.65 million with revised total of \$61.65 million. The bond projects at the Sylvania campus are unique compared to the other campuses, in that they are primarily renovations to existing buildings. Lack of swing space to move occupants of buildings and to relocate classes during remodels is a major limiting factor in proceeding with work at the campus. Many projects need to be planned and completed in phases, which results in several smaller projects, as opposed to larger discreet projects for new construction.

Projects to date have included renovations to the Library, Science and Technology (ST) Building (phase I & phase II in progress), Social Science and Technology (SS) Building (phase I), Health Technology (HT) Building Heating Ventilation and Cooling (HVAC) upgrades and

CTS relocation, Communication Technology (CT) Building phase I, AM Building and College Center (CC). A new media control center is complete and seismic upgrades in buildings are complete. A new entry to the east side of the CC Building is finished. The Automotive Storage Building was completed in 2013. Site projects have included the completion of G Street, and the addition of a Plaza Access Lane between the HT and CC Buildings. Social Science and Technology (SS) Building Renovation (Phase 2) completed in late 2015. The site work detention pond, the HT Radiography and Dental Equipment upgrade, the CT Little Theater renovation, and the CC Building Phase 2 were all projects completed in late 2015. The CC phase 3 renovation was completed in 2016. Site lighting project (FMS) for the campus is finished.

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

Projects completed in 2017 are the following: CC building office remodel, additional site work improvement, and phase 2 site lighting.

Projects that are in process for the rest of 2017 through 2018 are the final CC Building renovation Phase 4 through 5; this will complete the work in the CC building.

The final project on the campus is a new child development center (CDC), which has always been an initiative with funding in the 2008 Bond Program. Currently the CDC resides in the HT building and there have been many issues continuing to house the program in that building. The new CDC project is a partial renovation of the existing South Classroom Building (SCB) and a new building attached to it to accommodate the full program needs. There are 5 MWESB subcontractors working on this project. The total project cost for the CDC is \$6,561,583 plus a \$200,000 contingency for a total of \$6,761,583.

RECOMMENDATION: That the Board of Directors authorizes Balfour Beatty Construction to continue to provide Construction Manager/General Contractor services at the Sylvania Campus for an additional \$6,761,583 million, with the revised contract total of \$68,411,583 million. The funds for this project are covered by 2008 Bond funds.

September 21, 2017

18-046

AUTHORIZATION TO UTILIZE AN INTERSTATE
COOPERATIVE CONTRACT FOR ROOFING REPAIR
AND PREVENTATIVE MAINTENANCE

PREPARED BY: Avelina Gulmatico, Procurement Coordinator, Financial 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 will need to hire a qualified contractor to provide roofing repair and preventative maintenance services for the College District. The services includes, and not be limited to, visual assessments inspection of the roof systems twice a year (spring and fall); provide written report of the conditions, with documents accessible online and provide recommended preventative maintenance repairs; check roof surface for debris and bolts/clamps on drains are secured; perform maintenance according to warranty holder's recommendation; provide minor repairs (as needed) during inspections; and provide infrared and nuclear diagnostics scans. The estimated cost of the services exceeds the \$150,000 threshold, which requires formal procurement process and College Board of Directors approval.

After careful review, the College would like to contract this type of work to provide services that support FMS with specialized roofing capabilities, experience, and technical expertise. The selected contractor has been performing roofing services for a long period of time, they have well qualified staff that are fully trained in safety measures and available resources to successfully manage, utilize, timeliness of completion, and success in obtaining desired result.

The College is utilizing an existing cooperative contract with US Communities, this approach is allowed based on the College Procurement Rule, PCC 46-0400 and ORS 279B.055. The procurement process was done by US

Communities and lead agency, Cobb County, Georgia. The contract for Roofing Supplies and Services, Waterproofing and Related Products and Services, Master Agreement: 14-15903, was awarded to Garland/DBS Inc. in 2015. This contract is valid through December, 2018 (renewable thru December, 2019). To standardize the roofing preventative maintenance process and save annual maintenance costs, the College would like to continue working with the contractor for an additional three years, through December, 2022 (a not to exceed five year contract period).

The estimated contract cost is \$400,000 for the five year period, this cost consists of the following fees: twice a year preventative maintenance inspection - \$149,095 (5 year); preventative maintenance repairs - \$116,875 (5 year); infrared/nuclear diagnostics scan - \$6,000; leak responses and repairs – time/material costs plus 14% markup; lastly, project contingencies of 10%.

RECOMMENDATION: That the Board of Directors authorize the Facilities Management Services Division to contract with Garland/DBS Inc to provide roofing repair and preventative maintenance based on US Communities contract, Master Agreement 14-15903, contract valid through December, 2018 (renewable thru December, 2019) with the College contract extension for an additional three (3) year period (through December, 2022), with a not to exceed five year term and for an estimated contract total of \$400,000. Funding is covered with General Fund (1000) and Capital Projects Fund (2000).

September 21, 2017

18-047

AUTHORIZATION TO CONTRACT WITH INSIGHT
PUBLIC SECTOR FOR MICROSOFT SOFTWARE

PREPARED BY: Layla Otey, Lead Buyer, Information Technology

FINANCIAL
RESPONSIBILITY: Michael Northover, CIO, Information Technology

APPROVED BY: Mark Mitsui, College President

REPORT: This Board Resolution request relates to extending existing district wide services for Microsoft products that are key to the operation of the college.

Portland Community College's Information Technology Services requests Board approval to authorize the college to contract with Insight Public Sector for the Microsoft Enrollment for Education Solutions (EES) Software licensing agreement. The software includes the Microsoft Operating System, Office Suite and Server software licensing for district computers and servers.

The Microsoft Software Agreement is on the cooperative procurement contract: US Communities Network contract #4400001195 (RQ09-997736-42B). The Portland Community College Public Contracting rules exempts the college from the competitive bid process per PCC-46-0400 (b) Permissive Cooperative Procurement. The State of Oregon Minority, Women and Emerging Small business vendor database does not include a Microsoft EES vendor.

The request for this resolution is five years from fiscal year 18 to fiscal year 21 at an annual cost of \$180,000.

RECOMMENDATION: That the Portland Community College Board of Directors authorize the utilization of U.S. Communities Contract with Insight Public Sector for the Microsoft EES Software agreement. The annual cost will be \$180,000 for a total of \$900,000 for five years funded through the General and the Tech Fee fund.

September 21, 2017

18-048

RESOLUTION FOR THE APPROVAL OF THE 2017 - 2018
INTERNAL AUDIT PLAN

PREPARED BY: Darrin Hotrum, Internal Auditor, Office of the President

APPROVED BY: Mark Mitsui, College President
Internal Audit Committee of the Board of Directors

REPORT: The International Standards for the Professional Practice of Internal Auditing require that the internal audit activity's plan of audit engagements must be based on a documented risk assessment. The accompanying 2017 - 2018 Internal Audit Plan summarizes the annual risk assessment that the Internal Auditor conducted and outlines the areas within PCC that the Internal Auditor plans to audit from August 2017 through July 2018. This plan was reviewed with the Board Audit Committee on August 8, 2017. Completion of the plan will be monitored at the quarterly Audit Committee meetings. The Audit Committee recommends the Board of Directors formally approve this plan.

RECOMMENDATION: That the Board of Directors approve the 2017-2018 Internal Audit Plan in Exhibit A.



Office of the Internal Auditor

2017/18 Internal Audit Plan

August 1, 2017 (SENT BY EMAIL)

To: Jim Harper, Board Director, Zone 4, Audit Committee Chair
Valdez Bravo, Board Director, Zone 5, Audit Committee Vice Chair

From: Darrin Hotrum, Internal Auditor

PCC Internal Audit has prepared the following audit plan for 2017/18. This plan was prepared based on the risk assessment performed by Internal Audit, which included input from the Board of Directors, management, faculty, and staff. The Internal Auditor also met individually with over 30 PCC employees and the external auditor to gather risk assessment information.

After your review, Internal Audit will finalize this plan and use it to conduct audit services for the period of August 2017 through July 2018. Internal Audit will report on progress and discuss any necessary adjustments at the routine audit committee meetings.

The audit plan includes four assurance audits in four of the eight auditable unit categories. This plan also includes consulting activities designed to provide communication on audit risks, manage the Ethics Point financial concerns hotline, perform follow-up audits, and implement quality control processes for Internal Audit. A description of the proposed audit activities and a calendar of expected completion are included in this document.

The Internal Auditor's role is to support the mission and values of Portland Community College by providing objective, independent, and assurance services that will augment the organization's operations and programs. The auditor helps to ensure that the institution's resources, assets, and program operations are systematically evaluated and risks are appropriately defined and rigorously managed.

cc: Mark Mitsui, District President
Jim Langstraat, Vice President for Finance and Administration
Eric Blumenthal, Associate Vice President for Finance and Administration

Risk Assessment

Purpose

The Office of the Internal Auditor performs an annual risk assessment for the purpose of developing a risk based audit plan which is subject to review by the Board of Directors Audit Committee.

Methodology

The risk assessment takes many factors into account including: surveys, interviews, prior risk assessments, existing audit requests, results of audit recommendation follow-ups, external audits, budgets, reorganizations, performance measures and benchmarks, and significant changes to PCC.

The risk assessment is summarized in a spreadsheet that rates the identified risks as high, medium, or low based on its potential likelihood and impact.

The results of the risk assessment are collected and evaluated based on auditor judgment. In order to select audit topics, we also consider:

- Results of the last audit
- Length of time since last audit
- The size and complexity of the operation
- Major changes in operations, programs, systems, or controls
- Risk of loss

Audit Universe

The audit universe is designed to identify the units or systems capable of receiving an audit and to prioritize available audit resources to areas of high risk. Internal Audit has divided the audit universe into eight main categories:

1. Governance
2. Safety & Preparedness
3. Auxiliary Services
4. Campus Operations
5. Financial Services

6. Information Technology
7. Student Services
8. Instruction & Academic Affairs

Audit Cycle

Internal Audit designs the annual audit plan to include audit activities at each of the eight main audit universe categories at least once every three years. The 2017 Audit Plan anticipates coverage in four of the eight main categories including; Financial Services, Campus Operations, Safety & Preparedness, and Information Technology.

Audit Plan

Available Resources

Based on past experience and benchmarking data from comparable internal audit offices, we estimate that 75% of the available hours will be direct hours spent on audit services while 25% will be indirect hours for activities such as administrative responsibilities, professional development, leave, and meetings.

This results in approximately 1,560 available hours for audit services based on the current staffing of one position. We will reserve approximately 150 hours (10%) for unplanned audit activities and audit requests.

Internal Audit generally provides two types of services:

Assurance Services are objective examinations of evidence for the purpose of providing an independent assessment.

Consulting Services are advisory and include other service activities such as counsel, advice, facilitation, training, and participation on standing or temporary management committees or project teams.

Assurance Services (880 Hours – 56%)

The following assurance audits are proposed to be performed given the current audit resources.

Procurement Card / Purchase Orders Audit (180 hours)

PCC has verified instances of theft of college resources through the inappropriate use of procurement cards and purchase orders in the past. While corrective actions have begun, the audit will review whether controls are adequate to ensure purchases with a procurement card or purchase order are for an approved and legitimate purpose and in compliance with purchasing rules.

Information Security Audit (200 hours)

PCC is subject to compliance with federal requirements for security of student data, health records, and personally identifiable information. The audit will be designed to assess the information security posture of PCC and the institutions ability to comply with federal requirements.

Emergency Response Planning Audit (200 hours)

PCC has a responsibility to students, faculty, staff, and the community to be prepared for emergencies. The audit will assess the college's ability to respond and recover from an emergency.

Hiring Practices Audit (200 hours)

PCC is required to comply with rules and laws governing hiring practices. The audit will assess the college's compliance and ability to train new staff on their roles and responsibilities.

Audit Follow-Up (100 hours)

Internal Audit will follow-up on prior audits and report the results to the audit committee. This includes internal audit recommendations and external audit recommendations when the external auditor does not plan to perform follow up work. Initially this will include audit recommendations made by the prior PCC Internal Auditor.

Additional assurance audits that could be performed instead of the audits previously listed or if there were more audit resources:

Facilities Management – Strategic Planning (Not Planned)

PCC has undergone considerable capital construction since the passage of a bond in 2008. The college hopes to continue these efforts with additional bond funding. For financial statement purposes, the external auditors Kenneth Kuhns, CPAs have reviewed bond expenditures for compliance with disbursement rules, contracting, and capitalization of assets. The internal audit would review whether there is a structure in place to coordinate between the bond funded capital construction efforts, the facilities management plan, and the strategic plan for the college.

Policy Management Audit (Not Planned)

The audit would review whether the policy management plan in place is sufficient to ensure policies are properly developed, approved, communicated, and maintained.

Americans with Disabilities Act Compliance Audit (Not Planned)

The audit would review the plans and processes in place to ensure PCC is compliant with ADA requirements.

Collections and Accounts Receivable Audit (Not Planned)

The audit would review whether the receipting and collections efforts by the college are maximized for revenue generation while still meeting standards of customer service.

Consulting Services (370 Hours – 24%)

Unplanned Requests (150 hours)

Internal Audit receives requests to provide assistance or advice. These activities are commonly of an informal nature and do not result in an audit report, but may result in recommendations. Consulting activities will be reported to the Audit Committee.

Hotline Management (120 hours)

Manage the Ethics Point reporting system to take and follow up on reports of financial concerns.

Outreach and Communication (100 hours)

These activities may include providing newsletter communications, training of best practices, and communicating common audit findings or risks that may apply to Departments and Campuses. OIA will initially work to update and communicate the PCC Ethics Guide.

Planning and Quality Control (310 Hours – 20%)

Risk Assessment / Audit Plan (120 hours)

Internal Audit will prepare a risk assessment and an audit plan for 2018/19.

Quality Assurance Program (100 hours)

Internal Audit will set time aside to review the activities of the office, track performance, and identify improvements, and implement the processes necessary to comply with the *International Standards for the Professional Practice of Internal Auditing* (Red Book standards).

Audit Committee Coordination (90 hours)

Internal Audit will prepare audit committee agendas and minutes, an annual report, documentation, and track committee and internal audit tasks.

Planned Quarterly Audit Activities

This is a tentative schedule that may change based on requests from the audited unit, additional audit requests, or other delays in completing the audit schedule as planned. Internal Audit will meet with the audit committee routinely to discuss any necessary adjustments to this schedule.

	Planned Activities
August – October 2017	Procurement Card / Purchase Orders Audit
	Follow Up Audits
	Consulting: Investigation Procedures & Ethics Guide
November 2017 – January 2018	Hiring Practices Audit
February – April 2018	Information Security Audit
	Follow Up Audits
May – July 2018	Audit Plan / Risk Assessment
	Emergency Response Plans and Preparedness

September 21, 2017

18-049

PORTLAND COMMUNITY COLLEGE 2018
DISTINGUISHED PATRON AWARD NOMINEE

PREPARED BY: Robert Wagner, Executive Officer, PCC Foundation
Ann Prater, Executive Director, PCC Foundation

APPROVED BY: Mark Mitsui, College President

REPORT: This resolution supersedes Resolution 14-029 adopted July 27, 2017 by the PCC District Board in regards to the selection of the 2018 PCC Patron Award Honoree.

In July 2017, the PCC Board approved Chris and Tom Neilsen as recipients of the 2018 Award. The Neilsens have asked to defer their award until 2019 due to a significant family conflict.

The PCC Board hereby approves the Neilsens' request to defer their award until 2019 and announces that the 2018 Patron Award Honoree shall be Robert O. Wimmer and Howard A. Butzer.

Longtime PCC German and Russian instructor Robert Wimmer found the perfect career in teaching and was instrumental in developing PCC's Modern Language Department. He joined the PCC faculty during the College's initial year in Shattuck Hall and then moved to Sylvania, where for 30 years he watched PCC add campuses, expand course offerings, and increase its reputation in the community.

A pioneer of PCC's study-abroad programs, he founded the PCC Russian Language program and taught full-time until his retirement in 1993. After moving to California, Robert wanted to keep giving back to the PCC students he missed seeing every day in the classroom. He and his partner of 33 years, Howard Butzer, decided to create annual scholarships for PCC students who need financial support to attend college. Robert and Howard are also proud members of the Amo DeBernardis Legacy Society, with PCC named as the primary beneficiary of their estate.

Then naming of Patron honorees Robert Wimmer and Howard Butzer continues an esteemed tradition that began in 2007, when 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).

RECOMMENDATION: The PCC Board of Directors shall award the 2018 Patron Award to Robert Wimmer and Howard Butzer and affirm that the 2019 Patron Award will honor Chris and Tom Neilsen.

September 21, 2017

18-050

ADOPT THE INITIAL IDENTITY THEFT PREVENTION
PROGRAM DOCUMENT AS REQUIRED UNDER 16 C.F.R.
PART 681 (RED FLAGS RULE)

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

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

REPORT: In November, 2008, The Federal Trade Commission issued a regulation known as the "Red Flags Rule," (16 C.F.R. Part 681) requiring financial institutions and creditors that hold certain covered accounts to develop and maintain a written identity theft prevention program that detects and responds to red flags for identity theft.

In April, 2009, the Portland Community College Board enacted Policy B 710 - Identity Theft Prevention Program. At that time, an initial Program document was created but not formally adopted as required by the federal regulation. § 681.1(b)(3) requires the institution to:

- (1) Obtain approval of the initial written Program from either its board of directors or an appropriate committee of the board of directors;
- (2) Involve the board of directors, an appropriate committee thereof, or a designated employee at the level of senior management in the oversight, development, implementation and administration of the Program;

The Program document originally created in 2009 was recently updated to reflect the current administration and structure of the Program.

RECOMMENDATION: That the Board of Portland Community College:

1. Approve the "PCC Identity Theft Prevention Program" document in Exhibit B
2. Directs that the President assign a program administrator with responsibility for overseeing, communicating, administering, and maintaining the identity theft prevention program; for training staff as necessary to effectively

implement the program; and for exercising appropriate and effective oversight of any service provider arrangements performing any services for the College relative to covered accounts as required under the Red Flag Rule.

PCC IDENTITY THEFT PREVENTION PROGRAM



I. Purpose

Portland Community College (PCC or the College) developed this Identity Theft Prevention Program (Program) pursuant to the Federal Trade Commission's (FTC) Red Flags Rule. The Red Flags Rule implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. The College's Identity Theft Prevention Program (Program) is designed to detect, prevent, and mitigate identity theft in connection with the opening and maintenance of covered accounts for students and employees.

The Program, authorized under Board Policy B710, defines processes and procedures to guide employees in departments involved with covered accounts in identifying and responding to patterns, practices, or specific activities (Red Flags) that indicate the possible existence of identity theft.

II. Definitions

A. Covered account:

1. All student accounts or loans administered by the College, including tuition payment plans, federal and schools loans.
2. Other records the college offers or maintains where payment is accepted or credit is extended and there is a reasonably foreseeable risk of identity theft to the person or a risk to the safety and soundness of the college's records including financial, operational, compliance, reputation or litigation risks.

B. Identifying information: Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including: name, address, telephone number, social security number, date of birth, government-issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, bank account number, student identification number, or credit or debit card number.

C. Identify theft: A fraud committed or attempted using the identifying information of another person without authority.

D. Program Administrator: The individual designated with primary responsibility for oversight of the Identity Theft Prevention Program.

E. Red Flag: A pattern, practice or specific activity that indicates the possible existence of identity theft.

III. Program

- A. The college hereby establishes an Identity Theft Prevention Program to detect, prevent and mitigate identity theft. The Program includes procedures to:
 - 1. Identify red flags for covered records and incorporate those red flags into the Program;
 - 2. Detect red flags that have been incorporated into the Program;
 - 3. Respond appropriately to any detected red flags to prevent and mitigate identity theft; and
 - 4. Update the Program periodically to reflect changes in risks to students or employees and to ensure the safety and soundness of the college from identity theft.

IV. Program Administration

The associate vice president of financial services shall serve as the Program Administrator.

- A. The Program Administrator is responsible for:
 - 1. Obtaining approval of the initial written Program from the College's Board of Directors;
 - 2. Implementing the Identity Theft Prevention Program;
 - 3. Conducting periodic reviews of compliance with the Program;
 - 4. Ensuring compliance with the Program's training requirements;
 - 5. Approving material changes to the Program as necessary to address changing identity theft risk
- B. The Program Administrator shall:
 - 1. Review and update this Program at least once a year to reflect changes in regulatory requirements and risks associated with covered accounts;
 - 2. Consider the college's experience with identity theft situations, changes in identity theft methods, changes in identity theft detection and prevention methods, and changes in the college's business arrangements with other entities;
 - 3. Assign appropriate personnel to serve on a Red Flag Incident Review Team (RFIT) and Red Flag Oversight Committee (Committee);
 - 4. Make necessary updates to the Program;
 - 5. Notify the college president of any substantive changes to the Program or risks to the College.

18-150 Exhibit B

V. Departmental Compliance:

- A. Deans, directors, and heads of departments that work with covered accounts are responsible for:
 - 1. Conducting a risk assessment to determine areas of vulnerability for identity theft within their operations;
 - 2. Implementing departmental processes for complying with this policy;
 - 3. Ensuring that employees responsible for compliance attend required training.
- B. Employees of departments that work with covered accounts shall:
 - 1. Attend training provided by or under the direction of the Program Administrator in the detection of Red Flags and the steps to be taken when a Red Flag is detected;
 - 2. Comply with the Program and notify the Program Administrator of identified failure to comply with the Program;
 - 3. Identify relevant Red Flags appropriate for their operations;
 - 4. Implement departmental policies and procedures to detect and prevent Red Flags and respond appropriately to mitigate identity theft;
 - 5. Report potential Red Flags and any suspicious behavior that may be related to identity theft.

VI. Identifying Red Flags

In order to identify red flags, the college considers the types of records it maintains, the methods it uses to open and access records, and its previous experiences with identity theft. Red Flags generally fall within one of the following four categories: suspicious documents, suspicious personal identifying information, suspicious or unusual use of accounts, and/or alerts from others (e.g. customer, identity theft victim, or law enforcement). Examples of Red Flags include, but are not limited to, documents that appear to be forged or altered, conflicting demographic information, mail returned as "undeliverable" although transactions continue on the account, or a notice or inquiry from a fraud investigator.

VII. Detecting Red Flags

- A. **New Records:** In order to detect any of the red flags identified above associated with a new record or which presents a foreseeable risk of identity theft, college personnel will obtain and verify the identity of the person opening the account and review documentation for Red Flags or independently contact the student or employee.
- B. **Existing Records:** In order to detect any of the Red Flags identified above for an existing record, personnel will take steps to monitor transactions, such as verifying identity when information is requested; verifying the validity of address change

18-150 Exhibit B

requests, and verifying changes in banking information given for the purpose of payments. College personnel have the discretion to determine the degree of risk posed and to act accordingly.

VIII. Preventing and Mitigating Identity Theft

In order to further prevent the likelihood of identity theft, College personnel will take appropriate steps, commensurate with the degree of risk posed, regarding ongoing internal operating procedures. College personnel have the discretion to determine the degree of risk posed and to act accordingly.

IX. Reports

The Red Flag Incident Response Team (RFIT) shall review all Identity Theft received to ensure appropriate action is taken to mitigate risk and prevent future instances. Members of the RFIT shall prepare a semi-annual Red Flag Report for the Program Administrator. The report shall address the effectiveness of the policies and procedures related to the opening and maintenance of covered accounts, service provider arrangements, significant incidents involving identity theft and management's response, and recommendations for changes to the Program.

X. Program Updates

The Committee will periodically review and update the Program to reflect changes in risks to students and the soundness of the College from Identity Theft. In doing so, the Committee will consider the College's experiences with Identity Theft situations, changes in Identity Theft methods, changes in Identity Theft detection and prevention methods, and changes in the College's business arrangements with other entities. After considering these factors, the Program Administrator will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Committee will update the Program.

XI. Service Provider Arrangements

In the event the college engages a service provider to perform an activity in connection with a covered account, the college will take the following steps to ensure the service provider performs in accordance with the Program:

- A. Require, by contract, that service providers have appropriate policies and procedures in place designed to detect, prevent, and mitigate identity theft; or
- B. Require, by contract, that service providers review this Program and report any red flags to the Program Administrator; and
- C. Require that contracts include indemnification provisions limiting the college's liability for the service provider's failure to detect, prevent, or mitigate identity theft.

XII. Non-disclosure of Specific Practices

- A. Disclosure of specific information or practices regarding red flag identification, detection, mitigation and prevention practices may be limited to designated college staff and/or policymakers. Documents produced to develop or implement the Program which describe specific practices may constitute security information and may be non-disclosable because disclosure would likely jeopardize the security of identifying information and may circumvent the college's identity theft prevention efforts.
- B. Non-disclosure of Specific Practices: For the effectiveness of the Identity Theft Prevention Program, knowledge about specific Red Flag identification, detection, mitigation, and prevention practices may need to be limited to the Committee who developed this Program and to those employees with a need to know them. Any documents that may have been produced or are produced in order to develop or implement this program that list or describe such specific practices and the information those documents contain are considered confidential² and should not be shared with other College employees or the public. The Program Administrator shall inform the Committee and those employees with a need to know the information of those documents or specific practices which should be maintained in a confidential manner.

XIII. DATE OF APPROVAL:

September 21, 2017

18-051

APPOINTMENT OF DELEGATES TO ATTEND THE
OREGON COMMUNITY COLLEGE ASSOCIATION
(OCCA) ANNUAL CONFERENCE AT SALISHAN
RESORT IN GLENEDEN, OREGON, NOVEMBER 1-4,
2017

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

APPROVED BY: Mark Mitsui, College President

REPORT: In accordance with Board Policy B 210, the Board of Directors recognizes the benefits derived by the College through membership in various educational organizations and from attendance of directors at state and national meetings which deal with community college issues. The Chair and Vice Chair have considered a slate of delegates to attend the 2017 OCCA Annual Conference November 1-4, 2017.

RECOMMENDATION: That the Board of Directors include Denise Frisbee, Mohamed Alyajouri, Deanna Palm and Michael Sonnleitner as delegates to represent the College at the OCCA Annual Convention.



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.