



Board of Directors **Business Session**

January 18, 2018

#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
January 18, 2018
Sylvania Campus
12000 SW 49th Avenue, Portland, Oregon 97219

AGENDA

- | | | |
|---------|---|----------------|
| 3:30 PM | Sylvania Tour (Optional) | |
| 4:30 PM | Work Session <ul style="list-style-type: none">• CM/GC Processes• Legislative Update• Student Update• OCCA Update• Board Retreat Planning | Oak Room |
| 6:00 PM | Executive Session (Dinner—Board Only)
In accordance with ORS 192.660 (2), in accordance with ORS 192.660 (2), (e) Real Property Transactions, (f) Information Exempt from Public Disclosure (Attorney-Client Privilege) and (h) Litigation | CC 233C |
| 6:30 PM | Call to Order <ul style="list-style-type: none">• Introductions• Approval of Agenda• Approval of Minutes—November 16, 2017 and December 14, 2017 | CC 233 A and B |
| 6:35 PM | Recognitions <ul style="list-style-type: none">• Association of Community College Trustees Lifetime Membership Recognition | |
| 6:45 PM | Adjourn Business Session and Convene as Local Contract Review Board <ul style="list-style-type: none">• Public Hearing on Exemption from Competitive Bidding in accordance with ORS 279C.335 (2) and (5)• Public Comment on Exemption from Competitive Bidding (A sign-up sheet is on a table at the entrance of the meeting room.) | |
| 7:00 PM | Adjourn Local Contract Review Board and Reconvene Business Session | |
| 7:00 PM | Information Session <ul style="list-style-type: none">• Sylvania Campus Update—Dr. Lisa Avery (10 minutes)• Accreditation—Dr. Katy Ho (15 minutes)• Dual Credit—Dr. Kendra Cawley and Beth Molenkamp (10 minutes) | |
| 7:35 PM | Public Comment on Agenda Items (A sign-up sheet is on a table at the entrance of the meeting room.) | |

7:40 PM

Business Session

Consent Agenda: (All items will be approved by consent agenda unless an item is withdrawn by request of a member of the Board. A separate motion will then be required to take action on the item in question.)

	<u>PERSONNEL</u>	<u>Page</u>
18-077	Approval of Personnel Actions—January 18, 2018 Academic Professional Appointments: Michelle Luff, Online Advising Coordinator, Academic Affairs (Temporary) Elizabeth MacNicoll, Business Training and Educational Development Coordinator, Workforce Development and Continuing Education Administrative Appointments: Troy Berreth, Information Technology Manager- Network Services, Office of the President Faculty Appointments: Renee DeMallie, Instructor, Dental Assisting Health Professions, Early Childhood Education and Physical Education Division, Sylvania Campus (Temporary) Wm. David Parish, Instructor, Aviation Maintenance Technology, Mathematics, Aviation and Industrial Technology Division, Rock Creek Campus Carolina Selva, Instructor, Management and Supervisory Development, Math, Sciences and CTE Division, Southeast Campus (Temporary) Katherine Standish, Instructor, Chemistry, Science, Health and Nutrition Division, Sylvania Campus (Temporary)	205

	<u>BIDS/CONTRACTS</u>	
18-078	Bid Award – General Contractor Services for the Downtown Center Third Floor Renovation.....	209
18-079	Authorize Contract Extension for Moving, Furniture Installation/De-Installation and Storage Services Contracts with VGS Logistics, Inc. (Formerly Project Management Resources)	211
18-080	Adopt Findings - Grant an Exemption from Competitive Bidding - Authorize Use of the Construction Manager/General Contractor (CM/GC) Alternative Contracting Method for the Renovation and Capital Upgrades at the Sylvania Campus	212

	<u>BOARD</u>	
18-081	Authorize Dedication of Right of Way and Easement to Washington County at the Rock Creek Campus	220

7:45 PM

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

- 7:50 PM **Reports** (5 minutes each)
- Faculty and Academic Professionals
 - Classified
 - Students
 - Board Members
 - President

8:15 PM **Adjournment**

The Board of Directors meetings are held in accordance with open meeting laws and accessibility requirements. If a person with a disability needs assistance in order to attend or participate in a meeting, please notify the Board of Director's Office at least 48 hours in advance by calling (971) 722-4365 or by email at boardresolutions@pcc.edu. A sign-up sheet for those who wish to offer comments or testimony on any item will be available at the entrance of the meeting room.

PORTLAND COMMUNITY COLLEGE - BOARD OF DIRECTORS
PO BOX 19000 - Portland, OR 97280

BUSINESS SESSION

November 16, 2017
Willow Creek Center
241 SW Edgeway Drive, Beaverton, OR 97006

MEETING MINUTES

ATTENDANCE

Mohamed Alyajouri, Valdez Bravo, Denise Frisbee, Jim Harper, Deanna Palm, , Michael Sonnleitner, Kali Thorne Ladd, Kien Truong (ex-officio)

WORK SESSION

The Board of Directors met in Work Session at 4:35 pm.

Michael Northover, CIO for Information Technology, provided an update on changes that have been made to Information Technology since the board last received a report.

Director Frisbee provided an update on OCCA legislative requests. There will be a \$32M request for community colleges. An obstacle for this session with the legislative fiscal fund is that it has the Oregon Promise dollars wrapped into it. This is an unfunded mandate from the state. This is a topic for board members to raise with your legislators. Director Frisbee will work with Emma Kallaway to create talking points. The State put a huge investment in the EMSI report. The information in the report is very useful.

Oregon President's Council adopted goals for the year. One is to for the Integration of Federal Benefits, which President Mitsui is the lead. Board support for this project is key to the success of the project.

The OCCA conference last week was very good. A key takeaway was the need to have data on students. Knowing what issues students face will help achievement gaps.

Dr. Rob Steinmetz provided an update on how YESS, ATD and SEM are tied together.

EXECUTIVE SESSION

Canceled

CALL TO ORDER

Chair Thorne Ladd called the business meeting to order at 6:04 pm.

APPROVAL OF THE MINUTES

Chair Thorne Ladd asked for a motion to approve the October 19, 2017 meeting minutes. The meeting minutes were approved as published. Frisbee/Sonnleitner

APPROVAL OF THE AGENDA

Chair Thorne-Ladd asked for a motion to approve the November 16, 2017 agenda as

published. Sonleitner/Palm

RECOGNITION

Chair Thorne Ladd recognized Bob Walsh for his support of the 2018 Bond Campaign.

INFORMATION SESSIONS

Willow Creek Update

Marc Goldberg and Ken Dodge presented a powerpoint and provided an update on activities happening at Willow Creek.

Employer Partner Awards

Marc Goldberg and Kate Chester provided a brief introduction for the Employer Partner Award. More information will be presented at the December board meeting.

Bond Remarks

Chair Kali Thorne-Ladd and Denise Frisbee commented on the 2018 Bond Campaign, thanking all who worked for the successful passage.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS MEETING

Consent Agenda

Chair Thorne-Ladd proposed approval of Resolutions 18-062 through 18-070.
Palm/Alyajouri

PUBLIC COMMENT ON NON AGENDA ITEMS

Veteran Resources: Ian Forwood

REPORTS

Students

Kien Truong provided an update.

Faculty and Academic Professional

Jaime Rodriguez provided a report.

Classified

Jeff Grider provided a report.

Board Members

Director Bravo thanked the Mr. Forwood for speaking on behalf of veterans.

Director Sonleitner thanked Director Frisbee for her role as chair of OCCA. He would like folks to know he is available to anyone regarding immigration policy. He also thanked Chair Thorne Ladd for letting the public comment continue.

President

Sylvia Kelley, Executive Vice President thanked board members for attending various events on behalf of the college.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:19 pm.

Kali Thorne-Ladd, Chair

Mark Mitsui, College President

Prepared by:

Jeannie Moton, Executive Coordinator

Minutes approved on January 18, 2018.

PORTLAND COMMUNITY COLLEGE - BOARD OF DIRECTORS
PO BOX 19000 - Portland, OR 97280

BUSINESS SESSION

December 14, 2017
12000 SW 49th, Portland, OR 97219

MEETING MINUTES

ATTENDANCE

Mohamed Alyajouri, Valdez Bravo, Denise Frisbee, Jim Harper, Kali Thorne-Ladd, Deanna Palm, Michael Sonnleitner, Kien Truong (ex-officio)

WORK SESSION

The Board of Directors met in Work Session at 4:00 pm to debrief the 2017 Bond Campaign. Rob Wagner, Christine Friedle, Emma Kallaway, Kate Chester and Jennifer Boehmer covered.

Darrin Hotrum provided an update on the first meeting of the Internal Audit Committee. The Audit Committee will meet quarterly and he plans to provide a report after each of those meetings.

Director Frisbee discussed the new policy coming from HECC on adult learners. She also discussed the upcoming legislative session and “the ask” from community colleges. The requested amount is for \$32 million. Something to discuss with legislators is the Oregon Promise funds that were included in the CCSF allocation. Director Palm will be serving on the Budget Committee for OCCA.

Student director Truong provided an update on the end of term. Students attended cabinet this Wednesday.

EXECUTIVE SESSION

Chair Thorne-Ladd called for the Board of Director to meet in Executive Session in accordance with ORS 192.660 (2), (f) to consider information exempt by law from public disclosure (“attorney client privilege”).

CALL TO ORDER

Chair Thorne Ladd called the business meeting to order at 6:30 pm.

APPROVAL OF THE MINUTES

Approval of the November 16, 2017 minutes were postponed to the January 18, 2018 board meeting.

APPROVAL OF THE AGENDA

Chair Thorne-Ladd asked for a motion to approve the December 14, 2017 meeting agenda. Bravo/Sonnleitner

RECOGNITION

President Mitsui announced and recognized the receipts of the Employer Partnership Awards. He started by thanking the committee for all their hard work in putting these awards together, Marc Goldberg, Kate Chester, and Justina Williamson.

In the Small Company category, Blessing Landscapes. An agricultural services company based in NE Portland, owner Jesse Brough (sounds like B-RUFF) has a staff of eight, two of whom were hired from the Landscape Architecture Technology Program (LAT) at the Rock Creek Campus. Blessing Landscapes partners closely with the LAT program, actively leading its advisory committee with Rebecca at the helm as chair, as well as with Washington County Workforce Development doing on-the-job (OJT) training via WorkSource (OJT offers job seekers permanent employment using work-based learning experience). Blessing has arranged on-site tours for LAT students and strives to develop new approaches to sustainability, which nicely ties into PCC's strong commitment to sustainability. Landscape Designer Rebecca Smith accepted the award for Blessing Landscapes.

In Large Company category, we have Intel, the Portland Metro area's largest employer with well over 500 employees – our criteria for the Large Company category. A multinational corporation and technology company based in Hillsboro, Intel has partnered with a variety of PCC departments and divisions including Microelectronics, Electronic Engineering Technology, and Civil/Mechanical Engineering Technology. It has hosted several technology camps and STEM workshops at both our Sylvania and Rock Creek Campuses, some in our MakerSpace lab. Intel has a commitment to bringing underrepresented communities into the high tech field, an industry sector that offers high demand, high wage jobs. This directly aligns with PCC's mission and dedication to equitable student success. It has partnered with PCC's Small Business Development Center to support those laid-off developing own businesses. And finally, it is a longtime supporter of the PCC Foundation, offering scholarships and partnering with us to host an Intel Encore intern last year. representatives Courtney Martin, Donna Maleki and Kevin Foster accepted the award for Intel.

Oregon Tradeswomen, Inc. (OTI) is being honored in the category of Government/Non-Profit. OTI is a non-profit dedicated to promoting success for women in the trades, through education, leadership and mentorship. OTI employs 15-20 staff and partners with PCC at the Swan Island Trades Center and through such programs as Career Pathways, Machine Manufacturing and the burgeoning Oregon Manufacturing Innovation Center. Because of its commitment to advancing equity in the trades, through its "Women in Metals" program it has brought students to multiple PCC campuses to learn about related metals disciplines. OTI cohorts come every three weeks to train at our welding training center, and thanks to OTI, the Vigor Maritime Welding cohort is 50% women. OTI has partnered with PCC on five grants related to apprenticeships, regularly participates in PCC job fairs and hires PCC graduates. Representatives Kelly Kupcak and Abby Bandurraga accepted the award for Oregon Tradeswomen.

2017 Climate Leadership Award

Last month in Boston, PCC won the annual Second Nature Climate Leadership Award for two-year colleges. The honor recognizes innovative and advanced leadership in sustainability, climate mitigation, and resilience at signatory campuses of the Presidents' Climate Leadership Commitments. Second Nature and the U.S. Green Building Council

(USGBC) announced that Loyola University Chicago and Portland Community College are the lone recipients. I, along with Sandra Fowler-Hill, Tony Ischan, and Briar Schoon traveled to Boston to accept the award on behalf of PCC.

Mark gave special thanks to Sandra Fowler-Hill, Tony Ischan and Briar Schoon for their commitment, passion, and leadership.

INFORMATION SESSIONS

Independent Auditor's Report: Comprehensive Annual Financial Report—Kenneth Kuhns and Company

Mr. Kuhns reported that the CAFR is recognized by GOFA every year for its excellent reporting. He presented the highlights of the report.

Financial Update—Jim Langstraat and Eric Blumenthal

Vice President Langstraat and Associate Vice President Blumenthal presented the board of with updated information on the college budget.

Supplemental Budget Process Outline—Mark Mitsui and Jim Langstraat

President Mitsui and Vice President Langstraat discussed the process for supplement budget process.

PUBLIC COMMENT ON AGENDA ITEMS

Charles Bridgecrane: Resolution 18-071

BUSINESS MEETING

Consent Agenda

Chair Thorne-Ladd proposed approval of Resolutions 18-071 through 18-076.
Palm/Frisbee

PUBLIC COMMENT ON NON AGENDA ITEMS

Frank Goulard: Higher Education Coordinating Commission

Charles Bridgecrane Johnson: Elected board vs non-elected

REPORTS

Students

Kien Truong provided a report on behalf of the students.

Classified

Elisabeth Garcia-Davidson reported on various events and trainings.

Faculty and Academic Professionals

Frank Goulard also mentioned Winter School for the members.

Board Members

Chair Ladd made remarks about the death of Vera Katz.

President

President Mitsui noted that the final stages of selecting the presidential interns are happening. He recognized Kien Truong for being a semi-finalist for the Jack Cooke Undergraduate Transfer Scholarship and being selected as an ATD Dream Scholar. He also thanked board members for attending various events on behalf of the college.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:22 pm.

Kali Thorne-Ladd, Chair

Mark Mitsui, College President

Prepared by:

Jeannie Moton, Executive Coordinator

Minutes approved on January 18, 2018.

January 18, 2018

18-077

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:

1. Academic Professional Appointment (Temporary) – Michelle Luff

Online Advising Coordinator

Academic Affairs

Annual Salary: \$59,641 Grade: 4 Step: 9

Effective: January 2, 2018 to June 30, 2019

Education: Whitman College English

Most Recent Experience: Portland Community College
Academic Advising Specialist

Applicant Flow: Article 3.64 Appointment

2. Academic Professional Appointment – Elizabeth MacNicoll

Business Training and Educational Development Coordinator

Workforce Development and Continuing Education

Annual Salary: \$51,673 Grade: 5 Step: 3

Effective: January 3, 2018

Education: Oregon State University BS, Botany
Portland Community College AS, Paramedic
Lane Community College AA, College Transfer

Most Recent Experience: Cascade Training Center
Instructor, American Heart Association Curriculum

Applicant Flow:

Gender

Ethnicity

6 Female	0 American Indian or Alaska Native
4 Male	1 Asian
0 Not Disclosed	0 Black or African American
	0 Hispanic/Latino
	0 Native Hawaiian or Other Pacific Islander
	1 Not Disclosed
	1 Two or More Selections
	7 White
	<hr/> 10 Total

3. Administrative Appointment – Troy Berreth

Information Technology Manager- Network Services

Office of the President

Annual Salary: \$88,000

Grade: K

Effective: December 18, 2017

Education: University of Houston MBA, Business Administration

University of Alberta BS, Physical Geography

Most Recent Experience: Oregon Tattoo Removal Clinic, LLC
Co-Founder/Owner

Applicant Flow:

Gender

Ethnicity

2 Female	3 Asian
40 Male	1 Black or African American
4 Not Disclosed	1 Hispanic/Latino
	5 Not Disclosed
	2 Two or More Selections
	34 White
	<hr/> 46 Total

4. Faculty Appointment (Temporary) – Renee DeMallie

Instructor, Dental Assisting

Health Professions, Early Childhood Education and Physical Education Division, Sylvania Campus

Annual Salary: \$299.13 (2 term daily rate) Step: 2

Effective: December 21, 2017 to June 20, 2018

Education: Sierra Nevada College BFA, Printmaking
Portland Community College AAS, Dental Hygiene

Most Recent Experience: Kaiser Permanente
Dental Infection Control and Safety Consultant

Applicant Flow:

Gender

Ethnicity

8 Female	0 American Indian or Alaska Native
0 Male	0 Asian
0 Not Disclosed	0 Black or African American
	2 Hispanic/Latino
	0 Native Hawaiian or Other Pacific Islander
	1 Not Disclosed
	0 Two or More Selections
	5 White
	<hr/> 8 Total

5. Faculty Appointment – Wm. David Parish

Instructor, Aviation Maintenance Technology

Mathematics, Aviation and Industrial Technology Division, Rock Creek Campus

Annual Salary: \$63,950 Step: 7

Effective: December 29, 2017

Education: Portland Community College AAS, Aviation Maintenance

Technology

Most Recent Experience: Life Flight Network
Maintenance Training Manager

Applicant Flow:

Gender

0 Female

13 Male

0 Not Disclosed

Ethnicity

0 American Indian or Alaska Native

0 Asian

0 Black or African American

0 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

0 Not Disclosed

0 Two or More Selections

13 White

13 Total

6. Faculty Appointment (Temporary)– Carolina Selva

Instructor, Management and Supervisory Development

Math, Sciences and CTE Division, Southeast Campus

Annual Salary: \$57,679 Step: 4

Effective: December 21, 2017 to August 20, 2018

Education: Warner Pacific College MS, Management and
Organizational Leadership

Philadelphia University BS, Pre-MBA

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

Applicant Flow: Article 3.64 Appointment

7. Faculty Appointment (Temporary)– Katherine Standish

Instructor, Chemistry

Science, Health and Nutrition Division, Sylvania Campus

Annual Salary: \$309.60 (2 term daily rate) Step: 3

Effective: December 21, 2017 to June 20, 2018

Education: South Dakota School of Mines MS, Chemical Engineering
and Technology

South Dakota School of Mines BS, Chemical Engineering
and Technology

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

Applicant Flow: Article 3.64 Appointment

ETHNIC AND GENDER DESCRIPTION OF STAFF PROPOSED TO BE HIRED IN JANUARY 18, 2018 PERSONNEL REPORT

Female	5	American Indian/Alaskan Native	0
Male	2	Asian	0
Not Disclosed	0	Black or African American	0

7	Hispanic/Latino	1
	Native Hawaiian/Pacific Islander	0
	Not Disclosed	0
	Two or More Selections	0
	White	6
		7

January 18, 2018

18-078

BID AWARD – GENERAL CONTRACTOR SERVICES
FOR THE DOWNTOWN CENTER THIRD FLOOR
RENOVATION

PREPARED BY: Linda Degman, Director, Bond Program

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

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

REPORT: The Downtown Center was purchased in 2009 as part of the 2008 Bond Program to allow us to relocate several administrative functions from other centers and campuses. The purchase was necessary due to the sale of the Capital Center and to allow needed growth at the campuses. The building was full from the beginning without extra space for future staffing needs.

Growth has occurred in several areas and has necessitated interior renovations. Work in the Office of Equity and Inclusion has recently been completed and at this time additional arrangements are also needed for Professional and Organizational Development, now part of Human Resources. They will be relocating to the Downtown Center, which requires reconfiguration of existing space.

The project consists of the renovation of approximately 1,000 sq. ft. on the 3rd floor. The majority of the renovation work is designed to create space for new staff or rework spaces that are underutilized. Work includes but is not limited to building offices spaces, conference rooms and workstations. This will require lighting changes, low voltage, acoustical and mechanical upgrades as well as some new finishes and furniture.

This project was estimated to be under the \$150,000 threshold, however, it has been determined that the work needs to be completed after hours, which raised the cost above the \$150,000 threshold and requires Board approval.

Bids were received from four contractors:

Bidder:	Amount:
Pacificmark (MBE Contractor)	\$164,136.00
Fortis Construction	\$165,598.72
Howard S. Wright	\$167,379.45
Lease Crutcher Lewis	\$173,203.80

MWESB Note: The College received one (1) Oregon certified MWESB proposals.

RECOMMENDATION: That the Board of Directors accept the bid and award the contract to Pacificmark for the construction and renovation of the Downtown Center renovation project. The contract will be valid through project completion of June 2018. The cost consists of \$164,136 and a project contingency of \$5,000 for a total of \$169,136. Funding will be from the 2008 Bond Program.

January 18, 2018

18-079

AUTHORIZE CONTRACT EXTENSION FOR
MOVING, FURNITURE INSTALLATION/DE-
INSTALLATION AND STORAGE SERVICES
CONTRACTS WITH VGS LOGISTICS, INC.
(FORMERLY PROJECT MANAGEMENT RESOURCES)

PREPARED BY: Linda Degman, Director, Bond Program

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

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

REPORT: On January 2010, BA 10-053, the College Board of Directors approved contracts to provide moving, furniture installation/de-installation, and storage services for an amount of \$300,000 each (company) through the end of the Bond Program. The approved contractors were Alexander's Mobility Services, Graebel Oregon Movers, Project Management Resources (PMR), Lile International and Willamette Express. And on September 19, 2013, all the mover contracts were also extended through the end of 2017.

On August 31, 2016, VGS Logistics, Inc. purchased all hard assets owned by PMR. VGS is a valuable resource to the college for move requests, procurement of used furniture, refurbishing existing furniture, and installation/de-installation. They know all of our campuses and centers and provide timely service to the college. At this time, the Bond Program requests an extension to VGS's contract through June 30, 2018. This contract extension will allow the Bond Program to continue to work with VGS to complete ongoing and upcoming furniture installations, de-installations and department move projects at Sylvania Campus, Willow Creek Center, OMIC Apprenticeship Training Program at Scappoose High School, and other projects being completed as part of the 2008 Bond Program.

RECOMMENDATION: That the Board of Directors' approve the additional contract extension for VGS Logistics, Inc, through June 30, 2018 to complete the 2008 Bond Projects.

January 18, 2018

18-080

ADOPT FINDINGS - GRANT AN EXEMPTION FROM
COMPETITIVE BIDDING - AUTHORIZE USE OF AN
ALTERNATIVE COMPETITIVE REQUEST FOR PROPOSALS
(RFP) PROCESS TO SELECT A CONSTRUCTION
MANAGER/GENERAL CONTRACTOR (CM/GC) FOR THE
RENOVATION AND CAPITAL UPGRADES AT THE
SYLVANIA CAMPUS

PREPARED BY: Linda Degman, Director, Bond Program

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

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

REPORT: The 2017 Bond Program provides an opportunity to continue the partnering effort with our contractors that was successful during the 2008 Bond Program, which was only possible through the CMGC contracting process. Our partnerships with our contractors allowed the Bond Program to meet the colleges Core Themes (Access and student success, Economic development and sustainability, Quality education, and Diversity, equity, and inclusion).

The Construction Manager/General Contractor (CMGC) form of contracting is a competitive request for proposal process that requires the contractors to provide detailed information and examples from past projects that demonstrate how they are able meet the criteria the college sets forth. One of the criteria is utilization of MWESB contractors and subcontractors. They have to demonstrate their commitment, prepare an outreach plan, share utilization from past projects, and their engagement has to be above and beyond the minimum of phone calls and emails. Using a CMGC process allows for higher MWESB and apprenticeship training percentages. Without the CMGC contracting process the college will have little to no input into the selection criteria of the subcontractors as the decision would be made solely on price.

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

programs for small general contractors are all desired outcomes.

The Sylvania Campus projects include plans for capital improvements, renovations, and selected maintenance projects at the Sylvania Campus. This work is estimated at approximately \$35-\$40 million.

Projects planned for the Sylvania Campus under this resolution include a complete renovation of the Health Technology Building (HT), transportation and parking upgrades, maintenance projects, IT projects and other campus renovations.

The College has several critical needs related to the work going forward at the Sylvania Campus:

- The service to students at Sylvania Campus must, to the maximum extent possible, continue unimpeded through the anticipated four-plus years of construction;
- Public, student, and staff safety must be protected in a complex, construction environment;
- Disruptions, delays, and unplanned events must be kept to an absolute minimum;

Hacker Architects has been selected as the design firm for the campus.

Because of the size and complexity of this project, Staff recommends that the Construction Manager/General Contractor (CM/GC) process be utilized. The CM/GC alternative contracting process is authorized for procurement of construction services under ORS 279C.337 provided that the Local Contract Review Board (the Board of Directors for PCC under ORS 297A.060) approves an exemption from competitive bidding. Under the CM/GC contracting method:

- Prospective contractors are solicited prior to completion of the design phase pursuant to a competitive request for proposals (RFP) process, where selection is based upon criteria relating to the experience and expertise of the contractor rather than low bid.
- The contractor works with the owner and architect during the design phase to develop the final design with the goals of improved constructability and value engineering, which results fewer change orders and the ability to expedite the construction schedule. It also enables the

contractor to be involved in development of the construction program, including implementation of the College's inclusivity goals. (Under the standard design/bid/build method, the design is completed before the project is bid, award is based upon low bid, and the contractor comes on board at that point.)

- At the end of the design phase, the owner and contractor negotiate and agree on a guaranteed maximum price ("GMP") and the construction schedule for the construction phase of the project. Execution of the GMP Amendment starts the construction phase of the project.

The CM/GC alternative contracting method is commonly used by public contracting agencies for large, complex projects such as the Sylvania project.

Findings:

ORS 279C.335(2), implementing ORS 279C.330, requires the Board to make certain findings in order to grant an exemption, as follows:

" (a) The exemption is unlikely to encourage favoritism in awarding public improvement contracts or substantially diminish competition for public improvement contracts."

Finding: The requested exemption will not encourage favoritism or substantially diminish competition. The College will utilize a competitive RFP process to select the CM/GC firm. The procurement will be formally advertised with public notice. Full competition will be encouraged and all qualified contractors will be invited to submit a proposal. The award will be based upon an objective review and scoring of proposals by a qualified College review committee based identified selection criteria. Once selected, the CM/GC will select subcontractors via competitive process in accordance with PCC Contracting Rules and as required by ORS 297C.337(3). This competitive process will include outreach to and solicitation of diverse and small contractors pursuant to the College's inclusivity goals. The CM/GC process should increase competition by maximizing the opportunity for all interested large, small, and/or diverse contractors to participate in the project.

"(b) Awarding a public improvement contract under the exemption will likely result in substantial cost savings and other substantial benefits to the contracting agency . . . that seeks the exemption In approving a finding under this paragraph, the . . . local contract review board shall consider the type, cost and amount of the contract and, to the extent applicable to the

particular public improvement contract or class of public improvement contracts, the following:

(A) How many persons are available to bid;"

Finding: Based on previous PCC CM/GC contracting processes, the College expects that a substantial number of contractors will be interested in the Sylvania project, and that there will be vigorous competition during the RFP process.

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

Finding: The construction budget is set forth above in the project description. The College has not conducted a detailed analysis of the operating costs, but expects that the improved design resulting from the CM/GC's early participation during the design phase, and particularly the contractor's assistance with energy efficiency improvements designed to meet the College's rigorous energy efficiency goals, will substantially reduce long-term operating cost. This is one of the design goals of the project, and bringing the contractor on board during the design phase will improve the College's ability to achieve this goal.

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

Finding: Unlike a traditional design/bid/build procurement, an RFP process allows the District to review the qualification of the proposed GC's project team, ensuring the selected firm(s) has experience and expertise in development of education and related facilities, including the required City of Portland permitting process. This is important to ensure that the selected contractor has the experience and capacity to build and renovate complex facilities on an operating college campus.

Bringing the CM/GC on during the design phase also promotes an early team approach that leads to better communication, continuous value engineering, and improved constructability review, which results in an improved final design and, consequently, a more streamline construction process. The College's past experience with the CM/GC process has been that this reduces change orders and limit delays during the construction phase. The College also expects that the CM/GC team approach will also allow better monitoring by PCC staff to ensure that the Project stays within budget.

It is vital that the College have a completely operational instructional facility to serve the needs of its staff and students,

and that the time that Sylvania Campus buildings are out of service for renovation is the shortest practical time needed to accomplish the work. Use of a CM/GC process will allow this to happen on a flexible schedule and will reduce the possibility that the College will experience increased costs due to delay and disruption.

The CM/GC process will also enable PCC to work with the contractor to maximize opportunities for participation by minority, women-owned, and emerging small businesses for subcontracting work. This will increase competition among subcontractors. The College's experience with past CM/GC contracts demonstrates that the College achieves higher MWESB utilization and subcontractor participation than it does through traditional contracting methods.

Enhanced teamwork and early participation in the planning process by the Contractor through the CM/GC process will also allow the College to identify multiple internship opportunities for students, and create 'learning lab' opportunities as part of the design and construction process.

Overall, the public benefits of the CM/GC process include cost savings, better achievement of College community goals, and more timely delivery of the project due to fewer changes and disruptions.

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

Finding: Value engineering is a routine practice in public improvement projects regardless of procurement method. The CM/GC delivery method allows for the general contractor to participate in the value engineering process during the design phase, resulting in a more effective and efficient process as compared to value engineering via change orders to a completed design. The inherent flexibility and team approach of the CM/GC process allows the College to more easily change the design and scope of work as necessary to meet the project budget before the final design is fixed. This is not something that the traditional bid process offers.

Value engineering may or may not decrease the contract sum but it will improve the College's ability to be able to manage the project within the budget and will reduce extra-cost change orders and the costs associated with the attendant project delay. PCC also expects to be able to take advantage of reduced architectural and other professional consultant service fees as a result of this more streamlined CM/GC approach.

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

Finding: The Sylvania project is a very complex project and requires a contractor with the expertise and experience to manage multiple subcontractors, to construct the project while the Campus is in use by staff and students, and that understands the particular needs of the College in terms of construction management and project delivery times. The RFP process allows for review of contractor expertise and the particular expertise of the contractor's proposed team not afforded by a low-bid procurement.

"(F) Any likely increases in public safety:"

Finding: The CM/GC process will enhance public safety because PCC will be able to consider the safety record of the contractors selected and because the CM/GC will be integral to planning the construction schedule and safety measures during the design phase. Because the buildings will be occupied and open to the public throughout the Project, this public safety benefit is particularly important.

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

Finding: The scope and magnitude of the work requires long-term planning and scheduling around the college's academic calendar. The public interest will be best served by establishing a construction methodology that encompasses that capability over the long duration of the Program. Directly involving the contractor in development of these key plans during the design phase will result in a more realistic, achievable, and expeditious schedule.

In addition, the CM/GC process allows the contractor to discover and help address complicated technical issues during the document design process, which facilitates advanced problem-solving. The risks are better understood and are addressed early in the process, reducing financial and schedule risks as a result.

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

Finding: This project will be funded by the 2017 Bond. There will be no impact on this funding source due to the CM/GC process.

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

Finding: Because the CM/GC process results in the selection of the general contractor early in the design phase, the College is better able to take advantage of market prices by facilitating early purchase of certain project elements. The essential added value of the CM/GC process is the real time market job costing from projects around the Portland market and the West Coast. This knowledge allows the contractor and architect time to consider less costly complementary or alternative items.

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

Finding: The Sylvania Bond Program is complex and will require careful planning and coordination of multiple projects in potentially several buildings, logistics for relocation of programs out of the HT, interior renovation work, and infrastructure work affecting the entry, circulation and parking lots. One of the biggest advantages of the CM/GC method is the ability to coordinate all technical work before the start of construction and more accurately establish a construction schedule. Being able to apply best practices as a team will make for a better product within the budget constraints.

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

Finding: As noted above, the Sylvania project involves substantial remodeling and renovation of HT building as well as throughout the Sylvania campus. Remodeling structures is typically much more complex than greenfield development because there are always surprises, sometimes unpleasant, once the project is underway. Conducting such work on an operating campus significantly increases that complexity. Use of the CM/GC process will ensure that the selected contractor has the experience and expertise to do the job.

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

Finding: As noted above, the Sylvania Campus will operating as usual throughout the four-year construction schedule requiring careful and accurate project scheduling.

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

Finding: There are a number of separate but related projects that are included in the Sylvania Project that will have to be carefully scheduled and implemented.

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

Finding: The College's Bond Program Office has extensive experience in implementing successful CM/GC contracting processes, including the successful Cascade, Rock Creek, Southeast, and Sylvania projects from the 2008 Bond Program. The design team lead by Hacker Architects, which worked with the College on the 2008 Bond CM/GC project at Cascade, also has extensive experience with CM/GC contracting. The District's outside legal counsel, Miller Nash Graham & Dunn LLP, has extensive experience with the CM/GC alternative contracting methods and has represented the College on multiple CM/GC projects arising from past bond programs.

Ultimate Finding: For these reasons, use of the CM/GC Alternative Contracting Method for the Sylvania Campus projects is likely to result in substantial cost savings and deliver other significant public benefits as compared to use of the standard/bid/build process within the meaning of ORS 279C.335(2)(b).

RECOMMENDATION: That the Board of Directors, acting as the Local Contract Review Board for the College, adopt the findings presented and grant an exemption from competitive bidding for the capital upgrades projects at the Sylvania Campus. Also, that the use of a CM/GC process be authorized as the alternative contracting method for the Project. Funding for this project will be from the general obligation bond issue passed by voters in November 2017.

January 18, 2018

18-081

AUTHORIZE DEDICATION OF RIGHT OF WAY AND EASEMENT
TO WASHINGTON COUNTY AT THE ROCK CREEK CAMPUS

PREPARED BY: Linda Degman, Director, Bond Program

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

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

REPORT: As part of the development plan for North Bethany, which Rock Creek Campus is part of, Washington County is widening Springville Road from 185th Avenue east to 178th Avenue. As the campus continues to grow there is a need for a traffic signal at our entrance; this would provide for a safer entrance to the campus for vehicles, bicyclists, and pedestrians.

Washington County requires that the campus entry line up with 178th Avenue before a signal would be approved. Staff has been in discussion and negotiations with Washington County to relocate the campus entrance with a cost share approach.

The following is presented as beneficial for both PCC and the County:

- 1) The County needs additional right of way dedicated from PCC to build the required two eastbound left turn lanes into the new entrance. PCC would be entitled to any eligible Transportation Development Tax (TDT) credits.
- 2) PCC will grant an additional public utility easement.
- 3) PCC will pay the County \$500,000 for the relocation project.
- 4) The County will manage the development, design, and construction of the project and pay for anything beyond the \$500,000.

RECOMMENDATION: That the Board authorize the dedication of right of way to Washington County and dedication of an easement for public utility on the campus frontage for construction and relocation of the Rock Creek Campus. That the Board further delegates to the president or designee the authority to execute all necessary documents to complete these transactions.



Board of Directors Goals 2017-2018

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 2017-2018 planning cycles.

Legacy Goals

- Ensure an environment of success that encourages access and timely completion
- Prioritize the college’s commitment to the creation of a nationally renowned culture for diversity, equity and inclusion
- Track and evaluate Portland Community College operations and execution of the Strategic Plan.
- Be an engaged advocate for Portland Community College in:
 - Governmental affairs and governmental advocacy
 - In support of fundraising strategies targeting the advancement of important initiatives (e.g. Future Connect, PCC Foundation efforts, etc.)
- Continue communication between the Board of Directors and the President

Board Priorities

- Support implementation of the strategic enrollment plan and the Achieving the Dream Initiative.
- Track data regarding efforts to enhance district-wide efforts to make PCC an employer of choice, encouraging recruitment, hiring and retaining of faculty, staff, vendors and contractors from historically underrepresented groups while promoting employee engagement and professional development opportunities.
- Increase awareness of role that PCC plays in our community through outreach and education.
- Support implementation of strategic initiatives and moving people out of poverty (opportunity and student success).

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.