



Board of Directors **Business Session**

March 15, 2018

#thinkPCCfirst

Portland Community College Board of Directors

Vision

Building futures for our Students and Communities

Mission

Portland Community College supports student success by delivering access to quality education while advancing economic development and promoting sustainability in a collaborative culture of diversity, equity and inclusion.

Core Themes

- Access and Student Success
- Economic Development and Sustainability
- Quality Education
- Diversity, Equity and Inclusion

Approved January 21, 2016

Who We Are

Portland Community College is a public, multi-campus, comprehensive community college serving the lifelong learning needs of our students. We offer college transfer programs; career and technical education programs; adult basic skills; opportunities to develop English as a second language; high school completion and dual credit; community and continuing education programs; and service-learning opportunities that foster the development of civic responsibility and engagement. Through extensive partnerships with business, industry, labor, educational institutions and the public sector, we provide training and learning opportunities for the local and state workforce and promote economic and community development.

We Value

- Effective teaching and student development programs that prepare students for their roles as citizens in a democratic society in a rapidly changing global economy
- An environment that is committed to diversity as well as the dignity and worth of the individual
- Leadership through innovation, continuous improvement, efficiency, and sustainability
- Leadership through the effective use of technology in learning and all College operations
- Being a responsible member of the communities we serve by actively participating in their development
- Quality, lifelong learning experiences that helps students to achieve their personal and professional goals
- Continuous professional and personal growth of our employees and students including an emphasis on fit and healthy lifestyles that decrease disease and disability
- Academic Freedom and Responsibility - creating a safe environment where competing beliefs and ideas can be openly discussed and debated
- Collaboration predicated upon a foundation of mutual trust and support
- An agile learning environment that is responsive to the changing educational needs of our students and the communities we serve – making students marketable for jobs in the future and promoting economic development
- The public's trust by effective and ethical use of public and private resources

BOARD OF DIRECTORS
Portland Community College
PO BOX 19000, Portland, Oregon 97280

BUSINESS SESSION
March 15, 2018
Sylvania Campus
12000 SW 49th Avenue
Portland, Oregon 97219

AGENDA

- 4:00 PM **Work Session** **CC 233A/B**
- Internal Audit Committee Update—Darrin Hotrum (10 minutes)
 - Facilities Management Services Update—Tony Ichsan (15 minutes)
 - Board Engagement—Kate Chester (5 minutes)
 - DEI Subcommittee Update—Mohamed Alyajouri and Michael Sonnleitner (10 minutes)
 - OCCA—Denise Frisbee (5 minutes)
 - DSC Update—Kien Truong (5 minutes)
- 5:00 PM **Board Dinner** **Oak and Elm**
- 6:00 PM **Call to Order—Business Session** **CC 233A/B**
- Introductions
 - Approval of Agenda
 - Approval of Minutes
- 6:05 PM **Information Sessions**
- Facilities Plan—Linda Degman and Rebecca Ocken (25 minutes)
 - Sustainability Update—Dr. Sandra Fowler-Hill, Tony Ichsan and Briar Schoon (20 minutes)
 - Information Technology—Michael Northover (10 minutes)
- 7:00 PM **Public Comment on Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)
- 7:05 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>
18-093	Approval of Personnel Actions—March 15, 2018	248
	Administrative Appointments:	

Tricia Brand, Dean of Student Development, Office of the
Dean of Student Development, Southeast Campus
(Temporary)

DeLinda Martin-Huggins, Director of Student Life and
Leadership Development, Office of the Dean of
Student Development, Southeast Campus
(Temporary)

Joshua Peters-McBride, Associate Dean of Student
Development, Office of the Dean of Student
Development, Southeast Campus (Temporary)

Retirees:

18-094	Commendation of Retiring Employee – Gary Hyatt (24 years)	250
18-095	Commendation of Retiring Employee— Curtis Jones (11 years).....	251

BIDS AND CONTRACTS

18-096	General Contractor Services for the Rock Creek Campus – Child Development Center	252
18-097	Authorization to Increase Fund Request for the Contract with Xerox for Managed Print Services of Faculty and Staff Printers	255

BOARD

18-098	Approval of Charter and Co-Chairs for Creation of Diversity, Equity and Inclusion Committee of the Portland Community College Board of Directors ...	258
18-099	Adoption of the College Calendar of Instruction for 2018-2019 through 2022-2023	259

7:10 PM Public Comment on Non-Agenda Items (A sign-up sheet is on a table at
the entrance of the meeting room.)

7:15 PM Reports (5 minutes each)

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

7:40 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

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

MEETING MINUTES

ATTENDANCE

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

WORK SESSION

The Board of Directors met in Work Session at 4:30 pm.

EXECUTIVE SESSION

Canceled

CALL TO ORDER

Chair Thorne Ladd called the business meeting to order at 6:35 pm.

APPROVAL OF THE MINUTES

Chair Thorne Ladd asked for a motion to approve the November 16, 2017 meeting minutes. The meeting minutes were approved as published. Harper/Sonnleitner

Chair Thorne Ladd asked for a motion to approve the December 14, 2017 meeting minutes. The meeting minutes were approved as published. Palm/Alyajouri

APPROVAL OF THE AGENDA

Chair Thorne-Ladd asked for a motion to approve the January 18, 2018 agenda as published. Sonnleitner/Palm

RECOGNITION

President Mitsui presented Jim Harper with an ACCT Lifetime Membership for his commitment to PCC and his work on the national level for community colleges.

Chair Thorne Ladd adjourned the board business session and convened the Public Hearing on Exemption from Competitive Bidding.

PUBLIC HEARING ON EXEMPTION FROM COMPETITIVE BIDDING

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

- Executive Vice President Sylvia Kelley, Linda Degman, and Jeff Condit presented information on the findings to grant exemption from the competitive bid process.

- Public Comment on Exemption from Competitive Bidding
None

Chair Thorne Ladd adjourned the Public Hearing on Exemption from Competitive Bidding and reconvened the board business session.

INFORMATION SESSIONS

Sylvania Campus Update—Dr. Lisa Avery

Dr. Avery presented a detailed PowerPoint on the Sylvania Campus. Instructional excellence is a major area of focus for the Sylvania Campus. A few highlights are that Social Sciences and Human Development is moving towards annual scheduling. DOI and DOS offices are hosting Brains at Breakfast events, bringing together faculty and staff. There has been a creation of Sylvania CREATES fund to support arts and humanities Programming. This has been a huge success and will continue. Cybersecurity has received NSF funding and is applying to be a Center of Excellence for the NSA.

The Math and College Success Division is working to improve completion rates in math with a new workshop series in the Student Learning Center. Machine Manufacturing Technology is reworking curriculum by ending 16 courses and consolidating others in an attempt to remain responsive to current industry needs and the changing student body.

A few things happening at Sylvania focused on Equity and Affordability are that the Panther Pantry expanded its hours and food offerings; 10 percent of the incoming Electronic Engineering Technology class is female and the department is hosting additional events for women in engineering during the year to build camaraderie. The Math department created Open Educational Resource materials, which will create proceeds for the Math Success Fund.

Sylvania is committed to being a safe and welcoming campus. Meetings are being hosted quarterly by the DOI with administrative assistants on campus to discuss best practices. Beginning winter 2018, SY now has a multi-stall, all-user restroom. English and World Languages created handouts about how to enroll in classes for ESOL students in six different languages.

The campus is also working on broadening community connections by co-hosting iUrban Teen Summit, planning additional robotics camps during the summer months, formed relationship with Lake Oswego City PIO and discussed emergency management and expanding outreach/partnerships with business communities in the Newberg and greater SW Portland area.

Accreditation—Dr. Katy Ho

Dr. Ho presented a detailed PowerPoint on the importance of accreditation. Accreditation helps ensure that an institution's academic programs meet acceptable levels of quality. It helps maintain validity and accountability of the programs we offer. Keeps us aligned with Title IV eligibility (Financial Aid) and provides us the opportunity for continuous improvement.

Standards established by NWCCU state that institutions must meet them in order to be

accredited. These are:

- Mission and Core Themes;
- Resources and Capacity;
- Planning and Implementation;
- Effectiveness and Improvement;
- Mission Fulfillment, Adaptation and Sustainability.

Dr. Ho covered the timelines and cycles in which PCC is assessed by NWCCU. She also reported on the Core Themes and Key Indicators of Achievements (KIA). The KIA's elevate the value and importance through the intentional integration with strategic planning efforts, priorities, and work at the college. The Mid-Cycle Visit allows for an opportunity to share KIAs and how they are incorporated into assessment and documentation of mission fulfillment.

Dual Credit—Dr. Kendra Cawley and Beth Molenkamp

A Powerpoint on Dual Credit was presented. The presenters provided an update on the scale and scope of Dual Credit. PCC Dual Credit is in 25 school districts and 75 high schools. There are 268 faculty teaching Dual Credit 752 courses in 52 subject areas. In the 2016-2017 school year 6,759 students earned over 42,000 credits. The different opportunities for earning Dual Credit was presented. These include AP and IB classes, high school instruction at the high schools and student taking classes on a campus through Early College, Middle College or on their own.

A few key issues being addressed with Dual Credit are looking at best practices (making the experience as close to college as possible), equitable access for students, PCC staying in control of PCC credit is an accreditation imperative, and the accumulation of "excess" credit increasingly recognized as problematic. More information is provided in the powerpoint at www.pcc.edu/board.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS MEETING

Consent Agenda

Chair Thorne-Ladd proposed approval of Resolutions 18-077 through 18-081.
Palm/Alyajouri

PUBLIC COMMENT ON NON AGENDA ITEMS

None

REPORTS

Students

Kien Truong provided an update on the Panther Pantries across the district. The College now has a partnership with the Oregon Food Bank.

Classified

Jeff Grider updated the board on the work the Classified Union staff have been working on.

Faculty and Academic Professional

Frank Goulard provided a report on Faculty and Academic Professional.

Board Members

Director Sonleitner thanked Emma Kallaway for the Lobby Day last week. It was the best one he has attended.

Director Harper thanked everyone at the college for all their hard work.

President

President Mitsui invited all board members to the grand opening of the Dreamers Center on Monday.

He thanked all the board members who participated in Salem and those who attended the MLK, Jr. Breakfast on Monday.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:12 pm.

Kali Thorne-Ladd, Chair

Mark Mitsui, College President

Prepared by:

Angie Rodriguez, Executive Coordinator

Minutes approved on March 15, 2018.

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

BUSINESS SESSION

March 1, 2018
CLIMB Center
1626 SE Water Street, Portland, OR 97214

BOARD MEETING MINUTES

ATTENDANCE

Mohamed Alyajouri, Valdez Bravo, Denise Frisbee, Jim Harper, Deanna Palm, Chair Kali Thorne-Ladd, Michael Sonnleitner and Kien Truong

WORK SESSION

ACCT Debrief—Mark Mitsui, Jim Harper, Mohamed Alyajouri, Peter Goss, Emma Kallaway, Vanesa Wood

Mark Mitsui cover the issues sheet that ACCT provided for the Legislative Summit in Washington DC. The various and meetings were discussed in detail.

Legislative Update/PCC Day at the Capitol—Emma Kallaway

Emma Kallaway gave a brief update on the short session happening in Salem. The Pathway to Opportunity bill is moving forward. The bill is moving to the Governors' desk for signature. This is a partnership with community colleges, state agencies, and elected officials. The budget ask this session is truly what community colleges needed. The \$32 million ask was what was needed in order to not increase tuition. The last few days have proven that these dollars are not coming in.

OCCA Update—Denise Frisbee

Director Frisbee made mention that OCCA will be having a debrief on the short session in the next few weeks. OCCA is putting together their budget for next session with a dues increase. They would like to hire a lobbyist. The group is developing goals for the next year. It may be worth a conversation to revive the PAC that OCCA created.

Diversity Committee Charter—Mohamed Alyajouri, Michael Sonnleitner, Kim Baker-Flowers and Traci Fordham

Board members were presented with a draft charter that discussed. The final version will be submitted for approval at next months' board meeting.

Board Engagement—Kate Chester

Kate Chester explained the process for sponsorships and media that we participate in. There will be further discussion on this topic at upcoming meetings.

CALL TO ORDER

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

APPROVAL OF THE AGENDA

The agenda was approved as published. Bravo/Harper

INFORMATION SESSIONS

CLIMB Center Update—Marc Goldberg

Marc Goldberg introduced Bonny Vosu and Tonya Booker who presented on Continuing Education. Each discussed their area and the restructuring that is happening at CLIMB to better serve clients and students.

SBDC Update—Marc Goldberg

Marc Goldberg introduced Tammy Marquez-Odham and Angela Church to present on the SBDC and its services. Angela Church, a small business owner, who provided a history of her experience with SBDC. Ms. Marquez-Odham gave an overview of what the SBDC does for the community and small businesses in the region.

Integrated Planning—Mark Mitsui

President Mitsui introduced Sylvia Kelley discussed the integrated planning efforts as a way of setting context for future presentations.

PUBLIC COMMENT ON AGENDA ITEMS

Charles Bridgecrane Johnson

Resolutions 18-087 through 18-091

BUSINESS MEETING

Chair Thorne-Ladd proposed approval of Resolutions 18-082 through 18-092.
Alyajouri/Frisbee

PUBLIC COMMENT ON NON AGENDA ITEMS

None

REPORTS

Student

Kien Truong provided the following report on behalf of DSC:

- DSC was able to reach and inform 6,785 students about the special election in January.
- DSC held DACA panels at SE and CA campuses. They consisted a local immigration attorney, PCC students, faculty and a state congressional office staff.
- DSC had the Battle of the Campus on 2/9. The three parts of the competition are Spelling Bees, Stories Slam and Poetry Slam. Congratulations to the RC Campus for being the winner.
- DSC Textbooks Affordability District-wide Campaign was successful. We had more than 200 students participated. The event helped spread the awareness of Open Educational Resources as the solution to the high cost of textbooks.
- DSC Hiring Applications will be open on Tuesday, 3/6, for three positions, DSC Chair, Vice Chair, and Executive Assistant

Classified

Jeff Grider updated that both federations have been busy. The Classified Federation has been engaging with the Administration in new and meaningful ways. They have been focusing on members and meeting with different groups across the District.

Faculty and Academic Professionals

Frank Goulard provided an update. Annual Winter School happened in Seaside last month. A lot was learned, as well as networking with all groups from around Oregon.

Board Members

Director Sonleitner provided an update on work he has been doing on behalf of PCC.

Director Bravo mentioned that he attended the Sylvania Campus POWWOW and was quite pleased with the event.

Chair Thorne Ladd noted that she attended the opening night of the Cascade Film Festival. She encouraged folks to attend this annual event.

President

President Mitsui thanked all who participated in Lobby Day. There were 35 visits on that day. The ATD National Conference was last week in Nashville, PCC sent a team to the conference. Kien was a highlight of the conference.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:49 pm.

Kali Thorne-Ladd, Chair

Mark Mitsui, College President

Prepared by:

Angie Rodriguez, Executive Coordinator

Minutes approved on March 15, 2018.

March 15, 2018

18-093

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. Administrative Appointment (Temporary)– Tricia Brand

Dean of Student Development

Office of the Dean of Student Development, Southeast Campus

Annual Salary: \$104,000 Grade: O

Effective: February 12, 2018 to May 20, 2018

Education: Rutgers, The State University of EdM, Learning, Cognition
New Jersey and Development
Washington University BA, Psychology
Washington University BA, Educational
Foundations

Most Recent Experience: Portland Community College
Associate Dean of Student Development
Applicant Flow: Direct Appointment

2. Administrative Appointment (Temporary)– DeLinda Martin-Huggins

Director of Student Life and Leadership Development

Office of the Dean of Student Development, Southeast Campus

Annual Salary: \$59,500 Grade: I

Effective: February 14, 2018 to May 20, 2018

Education: Portland State University MS, Educational Policy
George Fox University BA, Management and
Organizational Leadership

Most Recent Experience: Portland Community College
Assistant Coordinator, Student Leadership
Applicant Flow: Direct Appointment

3. Administrative Appointment (Temporary)– Joshua Peters-McBride

Associate Dean of Student Development

Office of the Dean of Student Development, Southeast Campus

Annual Salary: \$80,430 Grade: M

Effective: February 12, 2018 to May 20, 2018

Education: Portland State University MS, Educational Leadership and
Policy
University of Montana BA, Communication Studies

Most Recent Experience: Portland Community College

Manager, Student Life and Leadership Development
Applicant Flow: Direct Appointment

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN MARCH 15, 2018 PERSONNEL REPORT**

Male	1
Female	2
Not Disclosed	0
	<hr/>
	3

White	2
Black or African American	1
Asian	0
Hispanic/Latino	0
American Indian/Alaskan Native	0
Native Hawaiian/Pacific Islander	0
Two or More Selections	0
Not Disclosed	0
	<hr/>
	3

March 15, 2018

18-094

COMMENDATION OF RETIRING EMPLOYEE –
GARY HYATT

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Gary Hyatt has performed faithfully in his duties as a Library Technician for Portland Community College since September 10, 1994. He retires effective February 28, 2018.

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

March 15, 2018

18-095

COMMENDATION OF RETIRING EMPLOYEE –
CURTIS JONES

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Curtis Jones has performed faithfully in his duties as a Maintenance Custodian and Spec/Facilities Oper Maint III for Portland Community College since June 5, 2007. He retires effective February 28, 2018.

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

March 15, 2018

18-096

GENERAL CONTRACTOR SERVICES FOR THE ROCK
CREEK CAMPUS – CHILD DEVELOPMENT CENTER

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: As part of the 2008 Bond Program the college made a commitment to expand childcare services at the Rock Creek Campus and throughout the district. The Rock Creek center was planned and budgeted to be an expansion to the existing center, which was in Building 3 (B3). After input and consideration of best practices for child development centers and the use of B3 it was determined that Rock Creek needed a stand-alone center not in the center of campus.

Design was completed in 2017 and sent out for costing. Due to the escalation of construction costs the estimate came in higher than our budget. A decision was made to put the project on hold and move the project to the 2017 Bond plan.

With the passage of the 2017 Bond the College has a need to hire a General Contractor to oversee the construction of the new Rock Creek Child Development Center. This center will serve as a daycare facility for the children of PCC students and staff. The facility will include approximately 7,844 square feet of indoor space with an overall footprint of approximately 9,440 square feet. The building will house four (4) classrooms, three (3) restrooms, a multipurpose room, kitchen and laundry, office spaces, an IDF room, and additional building support areas. Included are two (2) exterior play areas and landscaping.

The College used a two-step solicitation process for selecting the most responsive/responsible general

contractor for this project. The 1st step, the Request for Qualifications (RFQ), was issued on November 13, 2017, to pre-qualify proposers who would then be invited to participate in the 2nd step (Invitation to Bid (ITB)) process. The RFQ was issued and advertised in the Daily Journal of Commerce, State of Oregon ORPIN system, Portland Observer and posted on the PCC Solicitation website. Flyers were also sent to the National Association of Minority Contractors (NAMC) and Oregon Association of Minority Entrepreneurs (OAME).

A total of twenty four (24) vendors registered and received a copy of the RFQ. On bid due date, December 7, 2017, the College received seven (7) RFQ proposals. Of the seven (7) - one (1) proposer, TS Gray Construction is a qualified ESB.

The seven (7) proposals received were evaluated by the committee members based on these criteria: Experience and success, Appropriate Staff & Resources to Meet Contractual Responsibilities, Schedule and Project Safety, Social Responsibility and Inclusion of Trade Apprentices, Inclusion of MWESB firms, and Satisfactory Record of Performance and Integrity. Below is a list of the proposals and their final evaluation scores:
Note: Contractors must have a score in Tab 2 & 3 equal to or greater than 45 and also must have a cumulative score of 87 points or higher.

Contractor:	Tab 2 & 3	Tab 4-7
Abbott Const.	46.625	80.875
Emerick Const.	51	92.125
Howard S Wright	50.625	87.5
Kirby Nagelhout	50.125	89.625
Robinson Const.	42.5	74.75
Swinerton Builders	45.875	82.375
TS Gray Const.	33.875	60.0

The review committee invited the top three (3) highest ranking vendors, Emerick Construction, Howard S Wright, and Kirby Nagelhout to submit ITB proposals by closing on February 5, 2018. Their scores were evaluated based on a formula based on lowest cost then converted to points and a MWESB question based on points, each firm could score a maximum of 100, the points are as follows:

Contractor:	Lowest Dollars & Points	MWESB Points	Total
Emerick Const.	\$4,296,000 Points: 85	10.2	95.2
Howard S Wright	\$5,888,402 Points: 62	12.2	74.2
Kirby Nagelhout Construction	\$4,552,316 Points: 80.2	15	95.2

There was a tie between Emerick and Kirby Nagelhout after the ITB process and the Request for Qualifications did not address to how deal with a tie. Staff worked with legal counsel and procurement to put together a process for a tiebreaker, which included an interview with each firm that requested they answer five questions. Both Emerick and Kirby Nagelhout had to agree in writing to the added process, which they both agreed.

Interviews were held on March 1, 2018. The review committee scored the interviews based on communication, team makeup, and schedule. Each firm could receive a maximum cumulative score of 250 points. The follow is the outcome of the interview process:

Emerick Construction	163
Kirby Nagelhout	193

MWESB participation for the two firms are; Kirby Nagelhout: 30% and Emerick: 19.43%.

RECOMMENDATION: That the Board of Directors accept the bid and award the contract to Kirby Nagelhout Construction Co. for the construction of the Rock Creek Campus Child Development Center. The contract will be valid through project completion and closeout June 2019. For a stipulated sum of \$4,552,316.00 and contingency of \$455,231 for a total authorized amount of \$5,007,547. Funding is from the 2017 Bond Program.

March 15, 2018

18-097

AUTHORIZATION TO INCREASE FUND REQUEST
FOR THE CONTRACT WITH XEROX FOR MANAGED
PRINT SERVICES OF FACULTY AND STAFF
PRINTERS

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

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

APPROVED BY: Mark Mitsui, College President

REPORT: This is an increase of fund request from Board
Resolution 18-018. A revised Board Resolution is
required as an additional 306 printer devices were
discovered after the 18-018 Resolution was approved
on July 27th, 2017.

Portland Community College's Information Technology
Services and Print Center Department requests Board
Approval to authorize the college to contract with Xerox
Corporation, for the Managed Print Services of district
student, staff, and faculty printers. Managed Print
Services places each printing device under a monthly
management contract that includes all the
consumables, replacement parts, and onsite service.
The college spends an estimate of \$864,000 annually
on toner. This does not include the cost of service,
support and administrative costs for district printing.
Xerox's Managed Print Services contract provides
toner, supplies, support and maintenance for all
networked printers at the college at an annual cost of
\$303,178. The total estimated annual savings for the
college would be \$959,182.

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

administrative overhead for managing printers at the department level.

The Managed Print Services project will be implemented in three phases. Phase one will provide supplies and repair service for district network printers. The printer equipment will not change. This phase will be implemented before fall term 2018. The Print Center will charge back printing costs to departments on a quarterly basis. Phase two includes assessing the current printers and replacing end-of-life machines with newer models that meet IT security requirements and student, faculty and staff accessibility needs. Phase two will be implemented after gathering printer data for a full year and will begin in December 2019. Phase three provides analysis of the desktop printing environment. The analysis will help the college replace desktop printers with centralized network printers. Centralized network printers cost less per-page than desktop printers. Phase three will be implemented July 2020.

The new service will cost \$17,333 each month for the duration of the 60-month agreement. Currently the college spends over \$72,000 each month on toner costs alone. Other cost reductions include reduced administrative costs for each department, reduced support requirements from Information Technology and significant power savings. The service provides granular volume print tracking for visibility and accountability. This will provide the college with data driven tools to reduce overall printing costs.

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

MWESB AND PROCUREMENT PROCESS NOTE:

The Xerox Managed Print Services are on a cooperative procurement contract, The Cooperative Purchasing Network contract #R5245 exempts the college from a competitive bid process per PCC-46-0400. However, the Print Center and IT still reviewed and compared reliability, cost, and service levels from three Managed Print Services vendors. The State of Oregon Minority, Women and Emerging Small business vendor database does not include a Managed Print Services provider. After careful review the departments believe that it is in the best interest of the college to contract with Xerox Managed Print Services. Xerox provided the only viable option compatible with the college's technology, accounting, security, and sustainability requirements.

RECOMMENDATION:

That the Portland Community College Board of Directors authorize the revision of The Cooperative Purchasing Network Agreement with Xerox for Managed Print Services. The monthly cost will be \$17,333 for a total of \$1,039,980 over the 5-year contract with a projected savings of \$5,835,890 to the General Fund, and will be funded by the Print Center.

March 18, 2018

18-098

APPROVAL OF CHARTER AND CO-CHAIRS FOR
CREATION OF DIVERSITY, EQUITY AND INCLUSION
SUBCOMMITTEE OF THE PORTLAND COMMUNITY
COLLEGE BOARD OF DIRECTORS

PREPARED BY: Jeannie Moton, Executive Coordinator, Office of the President
Traci Fordham, Program Administrator, Office of the President

FINANCIAL
RESPONSIBILITY: Mark Mitsui, College President

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

REPORT: At the January 25, 2018 Planning Session the Board of Directors discussed creating a committee for Diversity, Equity and Inclusion. The committee would provide regular updates to the Board of Directors.

A draft charter was developed and discussed at the March 1, 2018 Board of Directors meeting. Changes and were considered

RECOMMENDATION: That the PCC Board of Directors approve the charter for creating a subcommittee of the Portland Community College Board of Directors for Diversity, Equity and Inclusion and appoint as Co-Chairs Mohamed Alyajouri and Michael Sonnleitner.

March 15, 2018

18-099

ADOPTION OF THE COLLEGE CALENDAR OF
INSTRUCTION FOR 2018-2019 THROUGH 2022-2023

PREPARED BY: Dr. Katy Ho, Vice President, Academic Affairs

APPROVED BY: Mark Mitsui, College President

REPORT: The academic year, as defined in the Faculty and Academic Professional Agreement, runs Fall term through Summer term. The change back to a 16-month calendar for the published Five-Year Academic Calendar was made in the interest of accurately reflecting the academic year as it relates to the employment of faculty and staff, and due to the importance that cycle holds for their planning and scheduling.

RECOMMENDATION: That the Board of Directors adopt the attached Portland Community College 2018-19 through 2022-23 Calendar of Instruction

Portland Community College Five-Year Academic Calendar

2017-2018 through 2021-2022

To Be Approved

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
SUMMER TERM	To Be Approved		To Be Approved	To Be Approved	To Be Approved	To Be Approved
Teaching Days	53	53	53	54	53	53
Classes Begin	Mon 6/26	Mon 6/25	Mon 6/24	Mon 6/22	Mon 6/21	Mon 6/27
End of Term	Sun 9/10	Sun 9/9	Sun 9/8	Sun 9/6	Sun 9/5	Sun 9/11
Final Grades Must be submitted by 5:00 p.m.	Mon 9/11	Mon 9/10	Mon 9/9	Tues 9/8	Tues 9/7	Mon 9/12
Holidays	Wed 7/4 Mon 9/4	Wed 7/4 Mon 9/3	Thu 7/4 Mon 9/2	Mon 7/3 Mon 9/7	Mon 7/5 Mon 9/6	Mon 7/4 Mon 9/5
FALL TERM						
Teaching Days	56	56	56	56	56	56
Classes Begin	Mon 9/25	Mon 9/24	Mon 9/23	Mon 9/21	Mon 9/27	Mon 9/26
End of Term	Sun 12/17	Sun 12/16	Sun 12/15	Sun 12/13	Sun 12/19	Sun 12/18
Final Grades Must be submitted by 5:00 p.m.	Mon 12/18	Mon 12/17	Mon 12/16	Mon 12/14	Mon 12/20	Mon 12/19
Classes will be held on	Sat 11/25 Sun 11/26	Sat 11/24 Sun 11/25	Sat 11/30 Sun 12/1	Sat 11/28 Sun 11/29	Sat 11/27 Sun 11/28	Sat 11/26 Sun 11/27
District Inservice	Mon 9/18	Mon 9/17	Mon 9/16	Mon 9/14	Mon 9/20	Mon 9/19
Campus Inservice	Tue 9/19	Tue 9/18	Tue 9/17	Tues 9/15	Tues 9/21	Tues 9/20
SAC Inservice	Thu 9/21 Wed 10/25	Thu 9/20 Wed 10/24	Thu 9/19 Wed 10/30	Thu 9/17 Wed 10/28	TH 9/23 (1/2 Day Optional) Wed 10/27	TH 9/22 (1/2 Day Optional) Wed 10/26
Holidays	Fri 11/10 Thu 11/23 Fri 11/24	Mon 11/12 Thu 11/22 Fri 11/23	Mon 11/11 Thu 11/28 Fri 11/29	Wed 11/11 Thu 11/26 Fri 11/27	TH 11/11 Th 11/25 Fri 11/26	Fri 11/11 Th 11/24 Fri 11/25
WINTER TERM						
Teaching Days	54	54	54	54	54	54
Classes Begin	Mon 1/8	Mon 1/7	Mon 1/6	Mon 1/4	Mon 1/10	Mon 1/9
End of Term	Sun 3/25	Sun 3/24	Sun 3/22	Sun 3/21	Sun 3/27	Sun 3/26
Final Grades Must be submitted by 5:00 p.m.	Mon 3/26	Mon 3/25	Mon 3/23	Mon 3/22	Mon 3/28	Mon 3/27
Non-Contract Day	Mon 1/15	Mon 1/21	Mon 1/20	Mon 1/18	Mon 1/17	Mon 1/16
Holidays	Mon 1/15	Mon 1/21	Mon 1/20	Mon 1/18	Mon 1/17	Mon 1/16
SPRING TERM						
Teaching Days	53	53	53	53	53	53
Classes Begin	Mon 4/2	Mon 4/1	Mon 3/30	Mon 3/29	Mon 4/4	Mon 4/3
End of Term	Sun 6/17	Sun 6/16	Sun 6/14	Sun 6/13	Sun 6/19	Sun 6/18
Final Grades Must be submitted by 5:00 p.m.	Mon 6/18	Mon 6/17	Mon 6/15	Mon 6/14	Mon 6/20	Mon 6/19
SAC Inservice	Tue 4/24	Tue 4/30	Tue 4/28	Tue 4/27	Tues 4/26	Tues 4/25
Holidays	Mon 5/28	Mon 5/27	Mon 5/25	Mon 5/31	Mon 5/30	Mon 5/29
Graduation	Fri 6/15	Fri 6/14	Fri 6/12	Fri 6/11	Fri 6/17	Fri 6/16



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.