



# Board of Directors **Business Session**

April 19, 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  
April 19, 2018  
Cascade Campus  
705 N. Killingsworth St.  
Portland, Oregon 97217

**AGENDA**

- |         |   |                   |
|---------|---|-------------------|
| 4:00 PM | <b>Work Session</b> <ul style="list-style-type: none"><li>• Student Videos – Sylvia Kelley (5 minutes)</li><li>• DSC Update – Kien Truong (5 minutes)</li><li>• Foundation Overview – Sylvia Kelley, Ann Prater, and Susie Lahsene (10 minutes)</li><li>• School District Board Convening – Mark Mitsui (5 minutes)</li><li>• Audit Committee Update – Mark Mitsui (5 minutes)</li><li>• OCCA Update – Denise Frisbee (5 minutes)</li></ul> | <b>TH 112</b>     |
| 4:35 PM | <b>Executive Session</b> <p>In accordance with ORS 192.660 (2) (e) Real Property Transactions and (f) Information Exempt from Public Disclosure (Attorney-Client Privilege)</p>   |                   |
| 5:15 PM | <b>Board Dinner</b> <p style="padding-left: 40px;">Men's Basketball Team Recognition</p>  | <b>SU 202</b>     |
| 6:00 PM | <b>Call to Order—Business Session</b> <ul style="list-style-type: none"><li>• Introductions</li><li>• Approval of Agenda</li><li>• Approval of Minutes</li></ul>  | <b>SU 203-204</b> |
| 6:05 PM | <b>Information Sessions</b> <ul style="list-style-type: none"><li>• Cascade Campus Update – Karin Edwards (10 minutes)</li><li>• Facilities Plan Final Update – Sylvia Kelley, Linda Degman, Rebecca Ocken and Work Group Chairs (30 minutes)</li><li>• Foundation Update – Sylvia Kelley, Ann Prater, and Susie Lahsene (10 minutes)</li><li>• Future Connect / Oregon Promise – Rob Steinmetz and Pam Blumenthal (10 minutes)</li></ul>   |                   |
| 7:05 PM | <b>Public Comment on Agenda Items</b> <p>(A sign-up sheet is on a table at the entrance of the meeting room.)</p>   |                   |

7:10 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.)

	<u>PERSONNEL</u>	<u>Page</u>
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	<b>Academic Professional Appointments:</b>	
	William Butler-Paisley, Student Resource Specialist, Business and Computing Division, Sylvania Campus	
	Walter Ghant, Resource Center Coordinator III, Veterans Resource Center, Cascade Campus	
	<b>Administrative Appointments:</b>	
	Karin Gitchel, Manager of Academic Support Services, Arts and English Division, Rock Creek Campus (Temporary)	
	Katherine McDonald, Interim Marketing Manager, College Advancement (Temporary)	
	Sarah Loepker, Associate Director of Financial Aid, Student Affairs	
	Carlos Villaroel, Associate Director of Financial Aid, Student Affairs	
	<b>Retirees:</b>	
18-101	Commendation of Retiring Employee – Glenna Barrick-Harwood (17 years) .....	265
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	 <u>BIDS AND CONTRACTS</u>	
18-104	Sole Source Acquisition of Ellucian Talent Management Cornerstone Software.....	268
18-105	Award Contract to Northwest Control Company, Inc. for Distech Energy Management Maintenance .....	270
18-106	Award Contract to Northwest Control Company, Inc. for Honeywell Energy Management Maintenance .....	272
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7:15 PM

## Public Comment on Non-Agenda Items

(A sign-up sheet is on a table at the entrance of the meeting room.)

- 7:20 PM      **Reports** (5 minutes each)
- Faculty and Academic Professionals
  - Classified
  - Students
  - Board Members
  - President

7:45 PM      **Adjournment**

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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](mailto: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**

March 15, 2018  
Sylvania Campus  
12000 SW 49<sup>th</sup> Avenue, Portland OR 97219

**MEETING MINUTES**

**ATTENDANCE**

Mohamed Alyajouri, Valdez Bravo, Jim Harper, Deanna Palm, Michael Sonnleitner, Kali Thorne Ladd, Kien Truong

**WORK SESSION**

The Board of Directors met in Work Session at 4:00 pm.

Internal Audit Committee—Darrin Hotrum

The Internal audit committee met on March 6<sup>th</sup> to discuss recent and planned audits.

Facilities Management Services Update—Tony Ichsan

A presentation detailed PCC's built and natural environment, size of campuses, cost of building ownership, organizational chart, survey results, key performance indicators, property life cycles, and metrics for maintenance and renovation costs. Correlations with strategic goals were presented.

Board Engagement—Kate Chester

A list of events the board has expressed interest in has been circulated in the past. The purpose is to plan for the best use of limited resources. Board members should indicate any desired additions to the list, and then indicate which they feel are priorities for the remainder of this year and the coming year.

DEI committee Update—Mohamed Alyajouri and Michael Sonnleitner

In collaboration with Dr. Traci Fordham and Dr. Kim Baker Flowers the charter of the Board Committee on Diversity, Equity, and Inclusion (BCDEI) was presented, to be approved as part of the consent agenda.

OCCA—Chair Kali Thorne Ladd

Additional OCCA updates of ongoing work will be provided in subsequent meetings given Director Frisbee's absence at this meeting.

DSC Update—Kien Truong

This update has been postponed and is deferred to the next meeting.

### **EXECUTIVE SESSION**

Executive session was not scheduled to occur at this meeting.

### **CALL TO ORDER**

Chair Thorne Ladd called the business meeting to order at 6:00 pm.

### **APPROVAL OF THE AGENDA**

Chair Thorne-Ladd asked for a motion to approve the March 15, 2018 agenda as published. Harper/Bravo

### **APPROVAL OF THE MINUTES**

Chair Thorne Ladd asked for a motion to approve the January 18, 2018 and March 1, 2018 meeting minutes. The meeting minutes were approved as published.  
Palm/Alyajouri

### **INFORMATION SESSIONS**

#### **Facilities Planning**

Rebecca Ocken presented several phases of the facilities planning process. Existing conditions were examined, space utilization, campus size and development patterns studied.

Amara Perez explained the importance of utilizing critical race theory during the facilities planning and acknowledging the non-neutral impact of built environments.

#### **Sustainability**

Dr. Sandra Fowler-Hill, Tony Ichsan and Briar Schoon provided an update on on-going sustainability efforts and accomplishments including milestones achieved and awards received. The climate action plan and efforts underway in scopes of energy, transportation, and recycling were presented.

#### **Information Technology**

Michael Northover provided an information technology update and reported on both defense efforts and threats to cybersecurity.

### **PUBLIC COMMENT ON AGENDA ITEMS**

None

## **BUSINESS MEETING**

Chair Thorne-Ladd proposed approval of Resolutions 18-093 through 18-099.  
Sonnleitner/Alyajouri

## **PUBLIC COMMENT ON NON AGENDA ITEMS**

Simon Jaworsky – (Did not provide a specific topic)  
Petrona Dominguez – Dream Center, Ethnic Studies  
Eddie Bolanos – Dream Center, Ethnic Studies  
Chanel Ledford – Dream Center, Ethnic Studies  
Jhoana Monroy – Dream Center, Ethnic Studies  
Charles Bridgecrane Johnson – Staff changes

## **REPORTS**

### **Students**

Kien Truong discussed the food pantry at Cascade and provided notification of a planned student walk out.

### **Classified**

Jeff Grider feels it is important to let student voices speak, and comments that classified employees could potentially be a more marginalized group among employee categories.

### **Faculty and Academic Professionals**

Frank Goulard yielded update time given time taken to hear student speakers.

### **Board Members**

Director Bravo values the opportunity provided for public comment from students.

### **President**

President Mitsui provided a brief update around subcommittee work and announced comprehensive campaign supporters Thomas Lauderdale (of Pink Martini) and Senator Margaret Carter.

## **ADJOURNMENT**

There being no further business, the meeting adjourned at 8:15 pm.

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Kali Thorne-Ladd, Chair

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Mark Mitsui, College President

Prepared by:

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Angie Rodriguez, Executive Coordinator

Minutes approved on April 19, 2018.



April 19, 2018

18-100

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 – William Butler-Paisley

Student Resource Specialist

Business and Computing Division, Sylvania Campus

Annual Salary: \$47,153 Grade: 3 Step: 4

Effective: April 2, 2018

Education: Oregon State University EdD, Education  
San Jose State University MA, English &  
Comparative Literature  
UC Santa Barbara BA, English  
Foothill Community College IGETC, Transfer Cert

Most Recent Experience: Portland Community College  
Student Resource Specialist, Future Connect

Applicant Flow: PCC Employees Only

Gender

Ethnicity

3 Female

0 American Indian or Alaska Native

2 Male

0 Asian

0 Not Disclosed

0 Black or African American

0 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

1 Not Disclosed

0 Two or More Selections

4 White

5 Total

2. Academic Professional Appointment– Walter Ghant

Resource Center Coordinator III

Veterans Resource Center, Cascade Campus

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

Effective: March 12, 2018

Education: James Madison University MA, History  
George Mason University MA, Public

Warner Pacific College

Administration  
BA, Religion and  
Political Science

Most Recent Experience: De La Salle North Catholic High School  
Executive Director, Corporate Work Study Program

Applicant Flow:

Gender

13 Female  
15 Male  
1 Not Disclosed

Ethnicity

0 American Indian or Alaska Native  
2 Asian  
4 Black or African American  
2 Hispanic/Latino  
0 Native Hawaiian or Other Pacific Islander  
1 Not Disclosed  
5 Two or More Selections  
15 White  
29 Total

3. Administrative Appointment (Temporary)– Karin Gitchel

Manager of Academic Support Services  
Arts and English Division, Rock Creek Campus

Annual Salary: \$67,500 Grade: K Step:

Effective: March 21, 2018 to March 20, 2019

Education: Central Washington University ME, Higher Education  
Leadership &  
Administration  
BS, Liberal Arts

Most Recent Experience: Pacific Union College  
Portland Community College  
Student Learning Center Coordinator, Rock Creek Campus

Applicant Flow: Direct Appointment

4. Administrative Appointment (Temporary)– Katherine McDonald

Marketing Manager (Interim)  
College Advancement

Annual Salary: \$83,906 Grade: L Step:

Effective: February 15, 2018 to May 20, 2018

Education: Lewis and Clark College BS, Psychology

Most Recent Experience: Portland Community College  
Marketing Specialist

Applicant Flow: Direct Appointment

5. Administrative Appointment– Sarah Loepker

Associate Director of Financial Aid  
Student Affairs

Annual Salary: \$71,443                      Grade: J                      Step:

Effective: March 21, 2018

Education:	Portland State University	MS, Education
	University of Montana	BA, Liberal Arts

Most Recent Experience: Portland Community College  
Financial Aid Coordinator

Applicant Flow:

Gender

## Ethnicity

12 Female

0 American Indian or Alaska Native

12 Male

1 Asian

1 Not Disclosed

3 Black or African American

2 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

2 Not Disclosed

## 1 Two or More Selections

16 White

25 Total

6. Administrative Appointment– Carlos Villarroel

Associate Director of Financial Aid  
Student Affairs

Annual Salary: \$74,000                      Grade: J                      Step:

Effective: March 28, 2018

Education: Portland State University BA, Communication Studies

Most Recent Experience: Pioneer Pacific College  
Associate Corporate Director of Financial Aid

Applicant Flow:

Gender

### Ethnicity

12 Female

0 American Indian or Alaska Native

12 Male

1 Asian

1 Not Disclosed

3 Black or African American

## 2 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

2 Not Disclosed

## 1 Two or More Selections

16 White

25 Total

**ETHNIC AND GENDER DESCRIPTION OF STAFF  
PROPOSED TO BE HIRED IN *April 19, 2018* PERSONNEL REPORT**

Male	3
Female	3
Not Disclosed	0
	<hr/>
	6

White	3
Black or African American	1
Asian	0
Hispanic/Latino	2
American Indian/Alaskan Native	0
Native Hawaiian/Pacific Islander	0
Two or More Selections	0
Not Disclosed	0
	<hr/>
	6

April 19, 2018

18-101

COMMENDATION OF RETIRING EMPLOYEE –  
GLENNA BARRICK-HARWOOD

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Glenna Barrick-Harwood has performed faithfully in her duties as Cooperative Education Employment Specialist, and part-time Instructor for Portland Community College since August 14, 2000. She retires effective March 20, 2018.

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

April 19, 2018

18-102

COMMENDATION OF RETIRING EMPLOYEE –  
WILLIAM PARSONS

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: William Parsons has performed faithfully in his duties as a Computing Technical Specialist for Portland Community College since February 24, 2004. He retires effective March 30, 2018.

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

April 19, 2018

18-103

COMMENDATION OF RETIRING EMPLOYEE –  
GREGG MEYER

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Gregg Meyer has performed faithfully in his duties as Full-time Faculty, Division Dean, and Director, Oregon Manufacturing Innovations Center for Portland Community College since August 21, 2010. He retires effective March 31, 2018.

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

April 19, 2018

18-104

GRANT AUTHORITY FOR SOLE SOURCE  
ACQUISITION OF THE ELLUCIAN TALENT  
MANAGEMENT SUITE POWERED BY  
CORNERSTONE ONDEMAND FOR TALENT  
MANAGEMENT SOFTWARE

PREPARED BY: Tina Parkvold, Buyer/Contract Specialist Purchasing

FINANCIAL  
RESPONSIBILITY: Lisa Bledsoe, AVP Human Resources

APPROVED BY: Mark Mitsui, College President

REPORT: The College has a need to partner with a vendor that offers a talent management software suite that integrates with Banner and has excellent product support.

A Talent Management System (TMS) is an integrated software suite that provides structure for effective recruitment, onboarding, performance management, learning and development, social collaboration, career development, succession planning, and more. The college would greatly benefit from this system as it would allow for more strategic hiring, alignment of performance to College strategic goals and initiatives, improved employee experience, access to accurate data and information, and increased collaboration.

PCC staff have determined that the Ellucian Talent Management Suite powered by Cornerstone OnDemand is the only vendor with a significant level and depth of integration with the Ellucian Banner system. Areas reviewed were: Integration, Higher-Ed Focus, and a comprehensive review from Gartner. The research showed three vendors as industry visionary leaders. All three vendors were contacted regarding integration with the Ellucian Banner product. Cornerstone OnDemand responded with extensive data regarding previous integration with institutions of Higher Education. Therefore, no other vendor offers the level of integration offered by the Ellucian Talent Management Suite powered by Cornerstone OnDemand.



Pursuant to the College Public Contracting Rule PCC-47-0275, Sole Source, (1) The determination was made that the services required for the exchange of software for talent management was available from only one source and (2) Public Notice was published in the Daily Journal of Commerce on Friday, March 23, 2018. The protest period expired at 4:00 pm on March 30, 2018. No affected person protested.

**RECOMMENDATION:** That the Portland Community College Board of Directors grants authority to enter into a Sole Source (2) two-year contract with the option to renew for (3) three additional (1) one-year terms, subject to the availability of funds, with Cornerstone OnDemand. The Ellucian Talent Management Suite powered by Cornerstone OnDemand agreement will not exceed \$169,900 for a one-time implementation fee and will not exceed \$130,290 for the initial annual licensing fee. Thereafter, the annual licensing fee will increase each additional year at a rate of 4.5%. Funding for the contract will be from Human Resources Department funds.

April 19, 2018

18-105

ACCEPT PROPOSAL/AWARD CONTRACT TO  
NORTHWEST CONTROL COMPANY, INC. FOR  
MAINTENANCE OF THE DISTECH ENERGY  
MANAGEMENT SYSTEMS

PREPARED BY: Tina Parkvold, Buyer/Contract Specialist, FMS Purchasing

FINANCIAL  
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

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

REPORT: The College has a need to contract with a qualified firm to provide Maintenance of the Distech Energy Management System (EMS) at various PCC District locations.

The Contractor will be required to furnish all labor, equipment and supplies necessary to provide EMS service. The selected Contractors proposing on this project must have two (2) AX/N4 certified controls techs locally with at least one (1) with two (2) years of experience with Distech controllers. Some Honeywell WEB's and Honeywell Spyder controls experience would be a plus

The controls company must have ACI certifications from Distech. Contractors must have current commercial experience (within the last three years) and provide references for at least three (3) projects comparable in size and scope to those specified in PCC's Request for Proposals.

A Request for Proposals (RFP) for Maintenance of a Distech Energy Management System was issued and advertised on February 7, 2018. The RFP was advertised in the Daily Journal of Commerce, on the State of Oregon Procurement Network (ORPIN), and on the College's Purchasing Website. Ten (10) RFP documents were downloaded from the College's Purchasing Website, of

which two (2) were downloaded by prime Contractors, one (1) of which was an MWESB firm, seven (7) plan centers, one (1) plan center is an MWESB firm, and one (1) was downloaded by an interested party.

One (1) proposal was received by the due date of March 6, 2018. The proposal was received from the following contractor:

**Note:** *No Proposals were received from Oregon certified MWESB's*

<u>Contractor</u>	<u>Score (Possible 300 points)</u>
Northwest Controls Company, Inc.	299

The award is made to the company whose proposal results in the highest-ranked proposal, based upon the evaluation criteria listed below:

- Cost
- Qualification and Experience of Firm
- Qualification and Experience of Personnel
- References
- Social Equity and Sustainability

**RECOMMENDATION:** That the Board of Directors accept the proposal and award a three-year contract to Northwest Control Company, Inc. in the amount of \$255,000 (based on an annual estimate of \$85,000), with an option for the college to renew the contract on an annual basis for an additional two (2) years. The contract shall not exceed five (5) years or a maximum amount of \$425,000. Expenditures for this contract will come from the general fund and capital fund.

April 19, 2018

18-106

ACCEPT PROPOSAL/AWARD CONTRACT TO  
NORTHWEST CONTROL COMPANY, INC. FOR  
MAINTENANCE OF THE HONEYWELL ENERGY  
MANAGEMENT SYSTEMS

PREPARED BY: Tina Parkvold, Buyer/Contract Specialist, FMS Purchasing

FINANCIAL  
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

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

REPORT: The College has a need to contract with a qualified firm to provide Maintenance of the Honeywell Energy Management System (EMS) at various PCC District locations.

The Contractor will be required to furnish all labor, equipment and supplies necessary to provide EMS service. The selected Contractor's bidding on this project must have two ((2) AX/N4 certified controls techs locally with at least one (1) with two (2) years of experience with Honeywell controllers. Some Honeywell WEB's and Honeywell Spyder controls experience would be a plus

The controls company must have ACI certifications from Honeywell.

Contractors must have current commercial experience (within the last three years) and provide references for at least three (3) projects comparable in size and scope to those specified in PCC's Request for Proposal.

A Request for Proposals (RFP) for Maintenance of a Honeywell Energy Management System was issued and advertised on February 7, 2018. The RFP was advertised in the Daily Journal of Commerce, on the State of Oregon Procurement Network (ORPIN), and on the College's Purchasing Website. Eighteen (15) RFP documents were downloaded from the College's Purchasing Website, of

which two (2) were downloaded by prime Contractors, one (1) of which was an MWESB firm, eight (8) plan centers, two (2) plan centers were MWESB plan centers, and four (5) were duplicate downloads.

Two (2) proposals were received by the due date of March 6, 2018. The proposals were received from the following contractor:

**Note:** *No Proposals were received from Oregon certified MWESB's*

<u>Contractor</u>	<u>Score (Possible 300 points)</u>
Northwest Controls Company, Inc	298
MacDonald-Miller Facilities	277

The award is made to the company whose proposal results in the highest-ranked proposal, based upon the evaluation criteria listed below:

- Cost
- Qualification and Experience of Firm
- Qualification and Experience of Personnel
- References
- Social Equity and Sustainability

**RECOMMENDATION:** That the Board of Directors accept the proposal and award a three-year contract to Northwest Control Company, Inc. in the amount of \$735,000 (based on an annual estimate of \$245,000), with an option for the college to renew the contract on an annual basis for an additional two (2) years. The contract shall not exceed five (5) years or a maximum amount of \$1,225,000. Expenditures for this contract will come from the general fund and capital fund.

April 19, 2018

18-107

AUTHORIZATION TO INCREASE THE ANTICIPATED  
SPEND FOR THE CM/GC CONTRACT FOR THE  
RENOVATION OF COLLEGE SERVICES BUILDING

PREPARED BY: Tina Parkvold, Buyer/Contract Specialist, FMS Purchasing

FINANCIAL  
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

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

REPORT: On October 19, 2017, BA 18-054, the Board of Directors, acting as the Local Contract Review Board for the College, adopted the findings presented and granted an exemption from competitive bidding method for the 3-story CSB construction correction, structural upgrade and renovation authorizing the use of CM/GC contracting method, as an alternative contracting method for the College Services Building (CSB) structural renovation project, at a \$1.6 million estimated cost.

As we progress through program, planning and design we have a further developed detailed scope of work. This scope includes, as an example: 1) structural upgrades and leveling of the third floor (also impacting the second), 2) repair and replace exterior windows and flashings, 3) space improvements to right size second and third floors, 4) mechanical, electrical and plumbing removal, re-installations and modernizations. For possible future funding, at this time the scope does not include the much needed work in areas, such as Public Safety, Transportation-Parking, and Grounds welding/paint mechanical improvements. After review by the FMS staff, architecture/engineering firm, and estimators, the a) rapidly escalating construction cost, b) complexity of logistics (e.g. surge space, modular furniture, equipment, warehouse), c) the need for continuous occupancy (e.g. Department of Public Safety Dispatch) and d) ongoing

departmental operations, has brought the estimated total project construction cost to \$2.75M.

**RECOMMENDATION:** That the Board of Directors authorize an increase for the CMGC for the building construction correction, structural upgrade and renovation of the College Services Building. Funding is covered with settlement fund and Capital Fund.

April 19, 2018

18-108

ACCEPT PROPOSAL AND AWARD CONTRACT FOR  
ROCK CREEK CAMPUS BOILER REPLACEMENT  
PROJECT TO JH KELLY, LLC

PREPARED BY: Tina Parkvold, Buyer/Contract Specialist

FINANCIAL  
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

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

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

On July 27, 2017, BA 18-017, Bids were rejected from an ITB that was issued on April 24, 2017. Two bids were received and both exceeded the allowed budget for the project.

The FMS department released a Request for Proposals on February 26, 2017 and published in the Daily Journal of Commerce newspaper, State Oregon ORPIN system, and PCC Solicitation Website. The mandatory pre-proposal meeting was held on March 6, 2018 attended by representatives from seven (7) different vendors. On the proposal deadline, March 27, 2018 at 2:00 P.M., the College received a total of one (1) proposal from JH Kelly. After careful review the committee recommended awarding the contract to JH Kelly.



**Note:** *The vendor who submitted the proposal was not an MWESB firm.*

**RECOMMENDATION:** That the Board of Directors accept proposal and award the contract to JH Kelly, LLC to provide all labor and equipment/materials needed for the Boiler Replacement Project at Rock Creek. The contract is valid through project completion. The contract is for a not to exceed \$2,418,661.00 (which includes the base proposal of \$2,011,131.00, the fuel oils system alternate of \$114,048.00, replacing underground piping at \$73,482.00 and a 10% project contingency of \$220,000.00 )The funding is covered by the Capital Funds.

April 19, 2018

18-109

AUTHORIZATION FOR EMERGENCY  
PROCUREMENT OF CORE NETWORK SWITCHES,  
FROM RIGHT SYSTEMS INC.

PREPARED BY: Layla Otey, Lead Buyer, Information Technology

FINANCIAL  
RESPONSIBILITY: Linda Degman, Director, Bond Program

APPROVED BY: Michael Northover, CIO, Information Technology  
Sylvia Kelley, Executive Vice President  
Mark Mitsui, College President

REPORT: There have recently been network interruptions within the college due to failing network switch equipment that is end of life. To mitigate these interruptions and have continuity of service there is a need for an emergency procurement for new network switches.

Student learning and faculty instruction are severely impacted by intermittent network reliability and reduced quality of services. Network issues have included wired and wireless connections, poor voice call and video quality, and security and safety risks.

The current issue can be addressed by replacing end-of-life networking hardware with new enterprise networking equipment that provides redundancy.

As a part of the 2017 Bond Information Technology (IT) planning, we anticipated replacing significant existing network infrastructure. The plan includes multiple phases. This switch replacement is part of the Active Electronics Phase I, and will drive the new architecture for the rest of the network infrastructure project.

There will be no Professional Services required and the purchase will be for hardware only. The college Network Infrastructure Services team will install the

new switches.

Right! Systems Inc. is on a cooperative procurement contract, NASPO Data Communications contract (AR-229) which exempts the college from a competitive bid process per PCC-46-0400. The NASPO Data Communications contract expires May 31, 2019.

The impact of the failing network switches creates a substantial risk of interruption of services per PCC-46-0110(29)(b) and PCC-47-0280 pursuant to ORS 279B.080.

MWESB Note: The State of Oregon Minority, Women and Emerging Small business vendor database (COBID) did not include a vendor that could provide the required network cores.

**RECOMMENDATION:** That the Portland Community College Board of Directors approve the emergency purchase of network switches in the amount of \$269,450.00 plus a 10% contingency of \$26,945 for a total of \$296,395 from Right! Systems Inc. Funding will be from the 2017 Bond Program.



# 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.*