



Board of Directors **Business Session**

August 23, 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
August 23, 2018
Sylvania Campus
12000 SW 49th Avenue, Portland, Oregon 97219

AGENDA

4:00 PM	Work Session <ul style="list-style-type: none">• OCCA Policy Template• PCC Naming Opportunities for Campaign• RFP for Legal Services• Student Update	Elm/Fir Rooms
5:00 PM	Board Dinner (Board only)	Oak Room
6:00 PM	Call to Order—Business Session <ul style="list-style-type: none">• Introductions• Approval of Agenda• Approval of Minutes	CC 233 A/B
6:05 PM	Recognitions <ul style="list-style-type: none">• PCC Retirements (30+ Years of Service)• NISOD Excellence Awards Recipients	
6:20 PM	Information Sessions <ul style="list-style-type: none">• Legislative Update (15 minutes) – Emma Kallaway• YESS (Yes to Equitable Student Success) Update – Katy Ho and Rob Steinmetz (15 minutes)	
6:50 PM	Public Comment on Agenda Items (A sign-up sheet is on a table at the entrance of the meeting room.)	
6:55 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>
19-009	Approval of Personnel Actions – August 23, 2018025
	Academic Professional Appointments:	

Jane Ellis, Student Resource Specialist, Allied Health,
Emergency and Legal Services Division, Cascade
Campus

Kanna Hudson, Grants Officer Post Award, Executive Vice
President

Nicole Wainright, Financial Aid Coordinator, Student
Services

Administrative Appointments:

Amy Bader, Community Relations Manager, Office of the
Campus President, Southeast Campus (Temporary)

Traci Fordham, Chief Diversity Officer, Office of the College
President (Interim)

Frank Harris, District Custodial Manager, Finance and
Administration

Pamela Hester, Regional Director, Community Workforce
Development, Workforce Development and
Continuing Education

General Johnson, Manager, TRIO Program, Office of the
Dean of Student Development, Cascade Campus

Jessica Johnson, Internal Auditor, Office of the President

Brooke Loyd, Emergency Management/Preparedness
Manager, Finance and Administration

John MacLean, Bond Finance and Procurement Manager,
Office of the President

Elia Unverzagt, PCC Foundation Marketing and
Communications Manager, College Advancement

Faculty Appointments

Todd Barnett, Instructor, Welding, Arts and Professions
Division, Cascade Campus (Temporary)

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

Michael Hunter-Bernstein, Instructor, ABE/GED,
Mathematics and College Success Division, Sylvania
Campus (Temporary)

Jane Loverin, Instructor, Physical Education/Exercise
Science, Health Professions and Physical Education
Division, Sylvania Campus (Temporary)

Elizabeth McGlasson, Instructor, Health, Science, Health
and Nutrition Division, Sylvania Campus (Temporary)

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

Vanessa Valley, Instructor, Welding, Arts and Professions
Division, Cascade Campus (Temporary)

Charmaine Vannimwegen, Instructor,
Composition/Literature, Arts and English Division,
Rock Creek Campus (Temporary)

Retirees

19-010	Commendation of Retiring Employee – Lisa Myers (25 years)	033
19-011	Commendation of Retiring Employee – Maureen O'Connor (40 years).....	034
19-012	Commendation of Retiring Employee – Katherine Pappas (35 years).....	035
19-013	Commendation of Retiring Employee – Trudy Pellecchia (7 years).....	036
19-014	Commendation of Retiring Employee – Steve Rhodes (6 years).....	037
19-015	Commendation of Retiring Employee – Paul Sackman (22 years)	038
19-016	Commendation of Retiring Employee – Linda Shen (12 years)	039
19-017	Commendation of Retiring Employee – Barbara Smith (34 years)	040
19-018	Commendation of Retiring Employee – Virginia Vanderford (15 years).....	041

BIDS AND CONTRACTS

19-019	Grant Authority for Special Procurement for Consulting Services for Lighthouse Consulting, Inc. and Michael Gaudette for the 2019 US Department of Education, Strengthening Institutions, Title III Grant Project	042
19-020	Authorization to Increase Balfour Beatty Construction Contract (Formerly, Howard S Wright Construction) to Provide Construction Manager/General Contractor for Sylvania Campus 2008 Bond Projects.....	044
19-021	Delegate Authority to District President to Negotiate Lease Renewal and Approve Extension for Shipyard Commerce Center Facility	047
19-022	Accept Proposal and Award Contract to Miller Nash Graham Dunn LLP for Legal Services	049

BOARD

19-023	Resolution to Approve Board Policy Revisions to B503 Student Tuition and Fees Policy (1st Reading)	051
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7:00 PM **Public Comment on Non-Agenda Items**
(A sign-up sheet is on a table at the entrance of the meeting room.)

7:05 PM **Reports** (5 minutes each)

- Faculty and Academic Professionals
- Classified

- Students
- Board Members
- President

7:30 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.

August 16, 2018

19-009

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)– Jane Ellis

Student Resource Specialist

Allied Health, Emergency and Legal Services Division, Cascade Campus

Annual Salary: \$45,558 Grade: 3 Step: 3

Effective: August 1, 2018 to July 31, 2019

Education: University of Minnesota-Mankato MA, Educational Leadership
 MA, Educational
 Administration
 BS, Elementary Education

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

Applicant Flow: Article 3.64 Appointment

2. Academic Professional Appointment – Kanna Hudson

Grants Officer Post Award

Executive Vice President

Annual Salary: \$49,924 @ .50 FTE Grade: 5 Step: 2

Effective: August 8, 2018

Education: University of Washington MED, Educational Leadership & Policy
 Studies
 BA, Comparative History

Most Recent Experience: Smart-Start Making a Reader Today
Program Director

Applicant Flow:

Gender

Ethnicity

17	Female	0	American Indian or Alaska Native
6	Male	1	Asian
2	Not Disclosed	0	Black or African American
		0	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		3	Not Disclosed
		2	Two or More Selections
		19	White
		25	Total

3. Academic Professional Appointment – Nicole Wainright

Financial Aid Coordinator

Student Services

Annual Salary: \$48,237

Grade: 5

Step: 1

Effective: July 21, 2018

Education: Portland Community College

AS, General Studies

Most Recent Experience: Portland Community College
Interim Financial Aid Coordinator

Applicant Flow:

Gender

Ethnicity

2 Female

0 American Indian or Alaska Native

1 Male

1 Asian

0 Not Disclosed

0 Black or African American

1 Hispanic

1 Not Disclosed

0 Two or More

0 White

3 Total

4. Administrative Appointment (Temporary)– Amy Bader

Community Relations Manager

Office of the Campus President, Southeast Campus

Annual Salary: \$67,000

Grade: J

Effective: July 12, 2018 to November 20, 2018

Education: University of

BA, Communication

California, Santa

BA, Italian Language and Cultural Studies

Barbara

Most Recent Experience: Mercy Corps

International Corporate Travel Program Manager

Applicant Flow: Targeted Recruitment

5. Administrative Appointment– Traci Fordham

Chief Diversity Officer (Interim)

Office of the College President

Annual Salary: \$112,101

Grade: N

Effective: August 6, 2018 to December 2, 2018

Education: Syracuse University

PhD, Social Science

University of Wisconsin-

MA, Communication

Milwaukee

University of Wisconsin- Parkside

BA, Communication

Most Recent Experience: Portland Community College

Project Administrator – Office of the President

Applicant Flow: Direct Appointment

6. Administrative Appointment– Frank Harris

District Custodial Manager

Finance and Administration

Annual Salary: \$85,000

Grade: L

Effective: July 9, 2018

Most Recent Experience: Portland Community College
Campus Custodial Manager

Applicant Flow:

Gender

Ethnicity

9 Female	0	American Indian or Alaska Native
38 Male	0	Asian
3 Not Disclosed	3	Black or African American
	9	Hispanic/Latino
	1	Native Hawaiian or Other Pacific Islander
	4	Not Disclosed
	0	Two or More Selections
	33	White
	50	Total

7. Administrative Appointment– Pamela Hester

Regional Director, Community Workforce Development

Workforce Development and Continuing Education

Annual Salary: \$101,000

Grade: M

Effective: July 12, 2018

Education: Georgia State University MS, Social Foundations of America
The American University BA, International Service

Most Recent Experience: CareOregon
Health and Housing Manager

Applicant Flow:

Gender

Ethnicity

22 Female	1	American Indian or Alaska Native
21 Male	1	Asian
2 Not Disclosed	7	Black or African American
	5	Hispanic/Latino
	1	Native Hawaiian or Other Pacific Islander
	8	Not Disclosed
	0	Two or More Selections
	22	White
	45	Total

8. Administrative Appointment- General Johnson

Manager, TRIO Program

Office of the Dean of Student Development, Cascade Campus

Annual Salary: \$70,999

Grade: K

Effective: July 10, 2018

Education: National University of Medicine ND, Naturopathic Medicine

Most Recent Experience: Central State University BS, Biology/Chemistry
 Portland Community College
 Manager, TRIO Program (Interim)

Applicant Flow:

Gender		Ethnicity	
11	Female	0	American Indian or Alaska Native
9	Male	1	Asian
0	Not Disclosed	4	Black or African American
		1	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		2	Not Disclosed
		1	Two or More Selections
		11	White
		<hr/> 20	Total

9. Administrative Appointment– Jessica Johnson

Internal Auditor

Office of the President

Annual Salary: \$105,000 Grade: M

Effective: August 20, 2018

Education: University of Oregon BS, Business Administration

Most Recent Experience: Portland General Electric
 Lead Internal Auditor

Applicant Flow:

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

10. Administrative Appointment– Brooke Loyd

Emergency Management/Preparedness Manager

Finance and Administration

Annual Salary: \$74,000 Grade: K

Effective: July 23, 2018

Education: Arizona State University MA, Emergency Management and
 Homeland Security

University of Iowa BA, Art

Kirkwood Community College AA, Criminal Justice

Most Recent Experience: U.S. Department of Health and Human Services
 Administrative Officer

Applicant Flow:		Ethnicity	
Gender			
6	Female	0	American Indian or Alaska Native
22	Male	0	Asian
1	Not Disclosed	1	Black or African American
		2	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		3	Not Disclosed
		0	Two or More Selections
		23	White
		29	Total

11. Administrative Appointment – John MacLean

Bond Finance and Procurement Manager

Office of the President

Annual Salary: \$97,000

Grade: M

Effective: July 30, 2018

Education: Napier University

BA, Accounting

Most Recent Experience: Portland Community College
Support Services Manager, Facilities Management Services

Applicant Flow:		Ethnicity	
Gender			
1	Female	0	American Indian or Alaska Native
6	Male	0	Asian
2	Not Disclosed	1	Black or African American
		0	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		2	Not Disclosed
		0	Two or More Selections
		6	White
		9	Total

12. Administrative Appointment – Elia Unverzagt

PCC Foundation Marketing and Communications Manager

College Advancement

Annual Salary: \$67,000

Grade: I

Effective: August 13, 2018

Education: Portland State University

MA, Public Administration

Oregon State University

BS, Business Administration

Most Recent Experience: Caldera
Communications Director

Applicant Flow:		Ethnicity	
Gender			
48	Female	0	American Indian or Alaska Native
24	Male	5	Asian
5	Not Disclosed	3	Black or African American

5	Hispanic/Latino
0	Native Hawaiian or Other Pacific Islander
5	Not Disclosed
1	Two or More Selections
58	White
77	Total

13. Faculty Appointment (Temporary)– **Todd Barnett**

Instructor, Welding

Arts and Professions Division, Cascade Campus

Annual Salary: \$56,274 Step: 3

Effective: August 21, 2018 to June 20, 2019

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

Applicant Flow: Article 3.64 Appointment

14. Faculty Appointment (Temporary)– **Dimitar Dimitrov**

Instructor, Geography

Social Science, Communications and Health Division, Rock Creek Campus

Annual Salary: \$56,274 Step: 3

Effective: August 21, 2018 to June 20, 2019

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

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

Applicant Flow: Article 3.64 Appointment

15. Faculty Appointment (Temporary)– **Michael Hunter-Bernstein**

Instructor, ABE/GED

Mathematics and College Success Division, Sylvania Campus

Annual Salary: \$56,274 Step: 3

Effective: August 21, 2018 to June 20, 2019

Education: Western Governors University MA, Mathematics
Pacific Lutheran University BA, Education

Most Recent Experience: Portland Community College
Instructor, Adult Basic Education (Adjunct)

Applicant Flow: Article 3.64 Appointment

16. Faculty Appointment (Temporary) – **Jane Loverin**

Instructor, Physical Education/Exercise Science

Health Professions and Physical Education Division, Sylvania Campus

Annual Salary: \$56,274 Step: 3

Effective: August 21, 2018 to June 20, 2019

Education: Portland State University MS, Health & Physical Education
 Pacific Lutheran University BA, Education
 Most Recent Experience: Portland Community College
 Athletics Supervisor
 Applicant Flow: Article 3.64 Appointment

17. Faculty Appointment (Temporary) – Elizabeth McGlasson

Instructor, Health

Science, Health and Nutrition Division, Sylvania Campus

Annual Salary: \$56,274 Step: 3

Effective: August 21, 2018 to June 20, 2019

Education: Portland State University MS, Public Health
 Western Oregon University MA, Teaching
 University of Portland BA, Social Work

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

Applicant Flow: Article 3.64 Appointment

18. Faculty Appointment (Temporary)– Bret Rickman

Instructor, Mathematics

Mathematics and College Success Division, Sylvania Campus

Annual Salary: \$60,281 Step: 5

Effective: August 21, 2018 to June 20, 2019

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

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

Applicant Flow: Article 3.64 Appointment

19. Faculty Appointment (Temporary)– Vanessa Valley

Instructor, Welding

Arts and Professions Division, Cascade Campus

Annual Salary: \$56,274 Step: 3

Effective: August 21, 2018 to June 20, 2019

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

Applicant Flow: Article 3.64 Appointment

20. Faculty Appointment (Temporary) – Charmaine Vannimwegen

Instructor, Composition/Literature

Arts and English Division, Rock Creek Campus

Annual Salary: \$56,274 Step: 3

Effective: August 21, 2018 to June 20, 2019

Education: California State University MA, English

	University of California	BA, US History
Most Recent Experience:	Portland Community College	
	Instructor, Composition/Literature (Adjunct)	
Applicant Flow:	Article 3.64 Appointment	

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN AUGUST 16, 2018 PERSONNEL REPORT**

Male	7
Female	13
Not Disclosed	0
	<hr/> 20
White	18
Black or African American	2
Asian	0
Hispanic/Latino	0
American Indian/Alaskan Native	0
Native Hawaiian/Pacific Islander	0
Two or More Selections	0
Not Disclosed	0
	<hr/> 20

August 23, 2018

19-010

COMMENDATION OF RETIRING EMPLOYEE –
LISA MYERS

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Lisa Meyers has performed faithfully in her duties as an Instructional Administrative Assistant II, and Office Support Specialist IV for Portland Community College since September 24, 1993. She retires effective August 31, 2018.

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

August 23, 2018

19-010

COMMENDATION OF RETIRING EMPLOYEE –
MAUREEN O'CONNOR

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Maureen O'Connor has performed faithfully in her duties as Full-time, Part-time and Interim Division Dean for Portland Community College since September 25, 1978. She retires effective August 31, 2018.

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

August 23, 2018

19-011

COMMENDATION OF RETIRING EMPLOYEE –
KATHERINE PAPPAS

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Katherine Pappas has performed faithfully in her duties as Senior Office Assistant, Data Control Clerk, Secretary and Registration Clerk for Portland Community College since March 2, 1983. She retires effective June 29, 2018.

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

August 23, 2018

19-012

COMMENDATION OF RETIRING EMPLOYEE –
TRUDY PELLECCCHIA

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Trudy Pelleccchia has performed faithfully in her duties as Full-time Office Assistant II for Portland Community College since December 19, 2011. She retires effective July 20, 2018.

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

August 23, 2018

19-013

COMMENDATION OF RETIRING EMPLOYEE –
STEVE RHODES

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Steve Rhodes has performed faithfully in his duties as a Custodian for Portland Community College since April 6, 2012. He retires effective August 23, 2018.

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

August 23, 2018

19-014

COMMENDATION OF RETIRING EMPLOYEE –
PAUL SACKMAN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Paul Sackman has performed faithfully in his duties as Full-time Faculty for Portland Community College since October 14, 1996. He retires effective June 20, 2018.

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

August 23, 2018

19-015

COMMENDATION OF RETIRING EMPLOYEE –
LINDA SHEN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Linda Shen has performed faithfully in her duties as Food Service Associate for Portland Community College since September 25, 2006. She retires effective June 30, 2018.

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

August 23, 2018

19-016

COMMENDATION OF RETIRING EMPLOYEE –
BARBARA SMITH

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Barbara Smith has performed faithfully in her duties as Full-time Faculty, Part-time Faculty and Radiologic Technician/Assistant for Portland Community College since September 17, 1984. She retires effective June 29, 2018.

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

August 23, 2018

19-017

COMMENDATION OF RETIRING EMPLOYEE –
VIRGINIA VANDERFORD

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Virginia Vanderford has performed faithfully in her duties as Director, Medical Imaging for Portland Community College since June 9, 2003. She retires effective June 30, 2018.

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

August 23, 2018

19-019

GRANT AUTHORITY FOR SPECIAL PROCUREMENT
FOR CONSULTING SERVICES FOR LIGHTHOUSE
CONSULTING, INC. AND MICHAEL GAUDETTE FOR
THE 2019 US DEPT OF EDUCATION,
STRENGTHENING INSTITUTIONS, TITLE III GRANT
PROJECT

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

FINANCIAL
RESPONSIBILITY: Vanessa Wood, Director, Grant Development
Sylvia Kelley, Executive Vice President

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

REPORT: The College has a need to hire a consultant who provides comprehensive consulting services to assist with our 2019 US Department of Education (DOED), Strengthening Institutions, Title III Grant. A consultant will assist with: establishing PCC's eligibility for a Strengthening Institutions grant, developing a successful application, submitting the application and managing the implementation of the funded project.

Title III grants help eligible IHEs to become self-sufficient and expand their capacity to serve low-income students by providing funds to improve and strengthen the academic quality, institutional management, and fiscal stability of eligible institutions.

Title III grants are highly competitive and have become extremely specialized and technical since the last time PCC applied. All DOED grants, but especially Title III, have added new priorities, particularly tying the program design to research. The PCC Grants Office has determined that hiring a Title III consultant will give PCC a competitive advantage and increase our odds of success.

As this request exceeds \$150,000.00, Board approval is required. In addition, the special procurement procedure requires the Board, acting as the Contract Board to grant

authority to for a Special Procurement. Staff explored the web for a pool of other consultants and researched the possibility of utilizing a Certification Office for Business Inclusion and Diversity (COBID) registered vendor by directly contacting COBID and could not locate anyone that identified as having specific expertise with Title III grants and consulting. Therefore, it has been determined that (a) Is unlikely to encourage favoritism in the Awarding of Public Contracts or to substantially diminish competition for Public Contracts; and (b) (B) Otherwise substantially promotes the public interest in a manner that could not practicably be realized by complying with Procurement requirements that would otherwise be applicable to the Procurement under Division 47 of these Rules

Lighthouse Consulting, Inc. and its President, Michael Gaudette, is the only Title III consulting company with the experience needed to for this complex application. Over the past three decades, Michael Gaudette has read and edited more than 200 Title III and Title V proposals, evaluated more than 150 Title III and Title V projects in 60 colleges and universities and developed dozens of contacts at the U.S. Department of Education. This extensive Title III and Title V experience combined with Mike's 37 years of experience in community colleges (including instruction and as a top-level administrator) allows LCI to develop competitive proposals with a high rate of funding success.

Pursuant to the college Public Contracting Rule PCC-47-0285(2) and ORS 279B.085, Special Procurements, Portland Community College may enter into a one-time agreement for a single project. Public Notice was posted in the Daily Journal of Commerce on Monday, August 6, 2018. The protest period expired at 4:00pm on August 13, 2018.

RECOMMENDATION: That the Portland Community College Board of Directors, acting as the Contract Review Board, grants authority for a special Procurement and to enter into a one-time contract for a single project with LCI and Michael Gaudette for up to 6 years, not to exceed \$200,000 paid with general funds. The contract will begin no later than September 1st, 2018 and shall end not later than September 30, 2024.

August 23, 2018

19-020

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

PREPARED BY: Cau Chung, Finance Manager, Planning and Capital
Construction
FINANCIAL Linda Degman, Director, Planning and Capital Construction
RESPONSIBILITY:

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

REPORT: As part of the 2008 Bond projects, the Board reviewed and approved Resolution 10-077 which authorized the exemption process for the Construction Manager/General Contractor (CM/GC) procurement method for the Sylvania Campus. Howard S. Wright Constructors was selected as the CM/GC for the Sylvania Campus through Resolution 10-097, with an initial authorization of \$21 million, plus Resolution 13-078 for \$14 million for 2013 projects, Resolution 14-083 for \$8 million for 2014 projects, Resolution 15-040 for \$7 million for 2015 projects, Resolution 15-130 for \$2,327,020 increase (a correction of \$327,020 to Resolution 18-045), Resolution 16-119 for \$9.65 million, Resolution 18-045 for \$6,761,583 with revised total of \$68,738,603. The bond projects at the Sylvania campus are unique compared to the other campuses, in that they are primarily renovations to existing buildings. Lack of swing space to move occupants of buildings and to relocate classes during remodels is a major limiting factor in proceeding with work at the campus. Many projects need to be planned and completed in phases, which results in several smaller projects, as opposed to larger discreet projects for new construction.

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

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

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

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

Projects that are in process for the rest of 2017 through 2018 are the final CC Building renovation Phase 4 through 5, and new child development center (CDC) as authorized by PCC Board of Directors in resolution 18-045.

In fiscal year 2018-19, we request additional funding approval of \$910,653 for the CC Building, which will allow us to renovate space for staff for the IT department and for PCC LINKS, a new program being accommodated in the CC Building. We also request additional funding approval of \$468,069 for the CDC project due to unforeseen changes required by City of Portland. Total cost of the additional scopes of the projects is \$1,378,722 plus \$221,278 for project contingency.

RECOMMENDATION: That the Board of Directors authorizes Balfour Beatty Construction to continue to provide Construction Manager/General Contractor services at the Sylvania Campus for an additional \$1.6 million, with the revised contract total of \$70,338,603 million. The funds for this project are covered by 2008 Bond funds.

August 23, 2018

19-021

DELEGATE AUTHORITY TO DISTRICT PRESIDENT TO
NEGOTIATE LEASE RENEWAL AND APPROVE
EXTENSION FOR SHIPYARD COMMERCE CENTER
FACILITY

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

FINANCIAL
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services
Karin Edwards, Campus President, Cascade Campus

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

REPORT: On May 1st 2010 the College entered into a three (3) year lease with Shipyard Commerce Center – Vigor (Oregon Iron Works) to provide access to the College's Welding Technology Program. In 2013 the Board approved *Amendment 1* for a two year extension through 2015. In 2015 the lease went through *Amendment 2* for a second extension for a further three years to May 2018. *Amendment 2* was not processed by either party.

As the College is still using the facilities and continues to pay rent, the College would like to ratify the 2015 lease *Amendment 2*, and also extend the lease for *Amendment 3* for an additional (2) two-year term until 2020.

College purchasing policies require that any lease that exceeds \$150,000 receive board approval.

The 2013 Board resolution 13-084 approved expenditures not to exceed \$300,000. As a result of the 2015 extension expenditures to date have exceeded \$450,000. Total expenditures through the end of Amendment 3 the new extension will not exceed \$600,000

RECOMMENDATION: That the Board ratify the 2015 lease extension and the expenditures associated. That the Board delegate authority to the District President or designee to negotiate the lease agreement renewal and approve Amendment 3 for a lease extension. Cost over this (2) two-year term will be

approximately \$140,000. Expenditures for this lease amendment will come from the general fund.

August 23, 2018

19-022

ACCEPT PROPOSAL AND AWARD CONTRACT TO
MILLER NASH GRAHAM DUNN LLP FOR LEGAL
SERVICES

PREPARED BY: Mike Mathews, Purchasing Manager, Procurement

FINANCIAL
RESPONSIBILITY: Sylvia Kelley, Executive Vice President

APPROVED BY: Mark Mitsui, College President

REPORT: Portland Community College has an ongoing need to contract with a qualified legal firm with the knowledge and expertise to provide Legal Services. The estimated cost for these services will exceed the \$150,000.00 threshold, which requires a formal solicitation process, Request for Proposal (RFP).

On June 6, 2018, the RFP was released and made available to all interested vendors. The RFP was advertised in the Daily Journal of Commerce, the PCC Solicitation website, and the State of Oregon ORPIN vendor system with an additional outreach effort to all COBID firms registered with the associated NAICS and NIGP business codes, resulting in additional outreach to (29) twenty-nine registered firms. A total of seven (7) firms downloaded RFP documents from the College's Purchasing Website, none of which are Certification Office for Business Inclusion and Diversity (COBID) Certified firms.

A mandatory pre-proposal conference was conducted. Four (4) firms were in attendance.

At the proposal submission closing time of 2pm, July 9, 2018, the College received four (4) proposals. The committee members evaluated all proposals based on the following criteria: price, experience, partnership and relationship team, qualification and experience of firm, references, and diversity, inclusion, sustainability and social equity.

After reviewing the proposals, the committee recommends awarding the contract to Miller Nash Graham Dunn the proposer receiving the highest total evaluation score.

Proposal Evaluation

Contractor	Score
Miller Nash Graham & Dunn LLP	439
Harrang Long Gary Rudnick PC	359
Barran Liebman LLP	300
Hart Wagner LLP	179

The award is made to the company with the highest-ranked score.

RECOMMENDATION: That the Board of Directors accept the proposal and award a three-year contract to Miller Nash Graham Dunn LLP for an amount not to exceed \$ one million annually with an option for the College to renew the contract for an additional two (2) years. The contract expenditures will come from the general fund and bond fund.

August 23, 2018

19-023

RESOLUTION TO APPROVE BOARD POLICY
REVISIONS TO B503 STUDENT TUITION AND FEES
POLICY (1ST READING)

PREPARED BY: Eric Blumenthal, Associate Vice President, Financial
Services
Jim Langstraat, Vice President, Finance and Administration

APPROVED BY: Mark Mitsui, College President

REPORT: During the 2017 regular session, the Oregon State
Legislature passed HB2666 which gives community college
recognized student government authority to establish
process and allocate mandatory student-initiated fees,
subject to refusal under certain circumstances by board of
education of community college district or president of
community college.

The enactment of this Act, first applying to the 2018-2019
academic year, necessitates changes to board policy to
align with HB2666 for the student-initiated student activity
fee.

Current policy and suggested revisions to policy to conform
to the enactment of HB2666 are shown in Exhibit A.

RECOMMENDATION: That the Board approve the revisions as submitted for
Policy B-503.

CURRENT POLICY:

Student Tuition and Fees - B 503

The Board will set and publish tuition rates.

The Board will also approve all other student fees that are of a general nature and impact the student body.

(ORS 341.290[7])

(April 2004)

PCC ADMINISTRATION SUGGESTS THE FOLLOWING REVISIONS TO POLICY B-503:

The Board will set and publish tuition rates.

The Board will also approve all other student fees, **including mandatory student-initiated fees** that are of a general nature and **affect the majority of** the student body. **Further, the board will collect mandatory student-initiated fees upon the request of the recognized student government to the college president using a process established by the student government in consultation with the board and the college president.**

If a dispute arises between the recognized student government and the president on the use of the student-initiated fee or a decision to modify an existing student-initiated fee, the student government and president will use a process established by the board to aid in resolution prior to a decision being made by the president. If agreement has not been reached, the decision of the president may be appealed to the board, which will render a final decision prior to the adoption, use or modification of a mandatory student-initiated fee.



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.