



Board of Directors **Business Session**

September 20, 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
September 20, 2018
Sylvania Campus
12000 SW 49th Avenue, Portland OR 97219

AGENDA

- 3:30 PM **Work Session** CC Building, Elm and Fir
- Communities of Color
 - OCCA Policy Template
 - Tuition and Fees
 - OCCA
 - Student Update
- 5:00 PM **Executive Session** CC Building, 233H
In accordance with ORS 192.660 (2) (e) real property transactions,
(h) litigation, (k) school safety
- 5:30 PM **Board Dinner** CC Building, Oak Room
- 6:30 PM **Call to Order** CC 233 A and B
- Introductions
 - Approval of Minutes – July 19, 2018 and August 23, 2018
 - Approval of Agenda
- 6:35 PM **Information Sessions**
- Fund Balance—Jim Langstraat (10 minutes)
 - Board Priorities—Kali Thorne Ladd (10 minutes)
- 6:55 PM **Public Comment on Agenda Items** (A sign-up sheet is on a table at
the entrance of the meeting room.)
- 7:00 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>
19-024	Approval of Personnel Actions—July 19, 2018.....	053
	Academic Professional Appointments:	

Brian Fassett, Program Coordinator, Professional Development and Training, Workforce Development and Continuing Education
 Todd Nashwa, Academic Advising Coordinator, Office of the Dean of Student Development, Sylvania Campus
 DaMarcus Redeau, Middle College Coordinator, Liberal Arts and Pre-College Programs Division, Cascade Campus (NonGeneral Fund)
 Maylorie Townsend, Employment Specialist, Workforce Development and Continuing, Education (NonGeneral Fund Temporary)

Administrative Appointments:

Ken Brown, Director of Auxiliary Services, Finance and Administration
 Damascus Hopes, Campus Custodial Services Manager, Rock Creek Campus, Finance and Administration
 Gregory Pitter, IT Director – Application Services, Information Technology Division
 Efrain Rivas-Flores, TRIO Talent Search Director, Office of the Dean of Student Development, Rock Creek Campus
 Luis Rodriguez, Adult Basic Skills Director, Office of the Dean of Instruction, Southeast Campus

Faculty Appointments:

Sonia Agnew, Instructor, Management and Supervisory Development, Math, Sciences and CTE Division, Southeast Campus
 Karen Embry, Instructor, Composition/Literature, Arts and English Division, Rock Creek Campus (Temporary)
 Jesse Mejia, Instructor, Professional Music and Sonic Arts, Arts and Professions Division, Cascade Campus
 Margaret Rising, Instructor, Nursing, Health Professions and Physical Education Division, Sylvania Campus

Retirees:

19-025	Commendation of Retiring Employee – Alexandra Maros (9 years)	060
19-026	Commendation of Retiring Employee – Roxie Ponce (18 years)	061

BIDS/CONTRACTS

19-027	Authorization to Utilize Joint Cooperative Contracts to Trane U.S. Inc and Daikin Applied to Provide HVAC Services	062
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19-028	Construction Management/General Contractor (CM/GC) Services for Sylvania Campus.....	064
19-029	Authorization to Contract with Garland Roofing for Rock Creek Building 7 and Cascade Terrell Hall Projects.....	066
19-030	Accept Proposals and Award Contracts for District Wide Owner Project Management Assistance.....	067
<u>BOARD</u>		
19-031	Resolution to Approve Board Policy Revisions to B503 Student Tuition and Fees Policy (Second Reading)	069
19-032	Resolution to Approve Board Policy B602 Revisions (First Reading)	071
19-033	Appointment of Delegates to Attend the Oregon Community College Association (OCCA) Annual Conference at Sunriver Resort in Bend, Oregon, November 7-9, 2018	073
19-034	Appoint Board of Directors to Committees	074
19-035	Adopt Portland Community College Board of Directors 2018-2019 Priorities.....	075
19-036	Adopt Policy B510 Regarding Reserve Funds within the General Fund (First Reading)	076

7:05 PM **Public Comment on Non-Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)

7:10 PM **Reports** (5 minutes each)

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

7:35 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

July 19, 2018
Newberg Center
135 Werth Blvd., Newberg, OR 97132

BOARD MEETING MINUTES

ATTENDANCE

Mohamed Alyajouri, Valdez Bravo, Denise Frisbee, Vice Chair Jim Harper, Mohamad Karim, Deanna Palm and Michael Sonnleitner

WORK SESSION

Vice Chair Harper called the work session to order at 4:10 pm.

Director Frisbee provided an update on OCCA. She noted that she will be serving as president of OCCA for a second year. The discussion of the group revolved around the state budget and possible recommendations from HECC to the Governor.

Vice Chair Harper posed the question to the board about the use of time for Work Sessions. Director Sonnleitner noted these would be useful to provide information on topics of interest for the board a month or so in advance of a meeting. Director Bravo said that it would be useful to have standard issues such as tuition, enrollment etc. Director Alyajouri also suggested that this time be used covering items on the consent agenda. Director Palm commended President Mitsui on the current work sessions, they have been very informative and topical, which is helpful. Director Frisbee also agreed that she too has enjoyed the topics at the work sessions but also agreed that it would be great to have topics that can be looked at a little deeper. Knowing more about the skills gap would be a benefit.

President Mitsui noted that he sees that the board wants time to discuss topics a little deeper.

CALL TO ORDER

Vice Chair Jim Harper called the business meeting to order at 6:00 pm

APPROVAL OF THE AGENDA

The agenda was approved as amended, removing resolution 19-008 from the consent agenda. Sonnleitner/Palm

The June 21, 2018 meeting minutes were approved as published. Palm/Frisbee

SWEARING IN OF OFFICERS

President Mitsui swore in Mohamed Karim as the student representative to the board.

ELECTION OF CHAIR AND VICE CHAIR

Vice Chair Harper asked for a motion to re-elect Kali Thorne Ladd as PCC Board Chair. Harper/Frisbee

All approved.

Vice Chair Harper called for a motion to a Vice Chair. Director Sonnleitner made the motion to re-elect Jim Harper as Vice Chair. Sonnleitner/Bravo

All approved.

INFORMATION SESSIONS

Presentations were provided on the following:

Newberg Center Update – Lynn Quinn

President's Excellence Fund—Sylvia Kelley, Cheryl Scott and Vanessa Wood

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS MEETING

Vice Chair Harper proposed approval of Resolutions 19-001 through 19-007. Sonnleitner/Alyajouri

PUBLIC COMMENT ON NON AGENDA ITEMS

None

REPORTS

Students

Mohamed Karim noted he is honored and looking forward to the upcoming year. The first items of business for students is registering students to vote.

Classified

Since the last board meeting is the U.S. Supreme Court's decision on the Janus v. AFSCME case. The decision overturned a 40+ year precedent and ruled that mandatory fair share dues (all but the political portion) are unconstitutional. We've been expecting this decision for some time, unsure of what the details would be, but much like the end of a Scooby Doo episode, once the light is turned on, the monster is much less scary than it seemed. Continuing the analogy though, there are sinister humans behind this decision as well. We have had only a handful of inquiries from members about dropping their membership, and nearly 3 dozen non-members have signed up in the 3 weeks since the decision. We're continuing efforts at the State Federation to move closer to a progressive per caps structure, and we'll soon begin discussing how we can make our own dues structure less regressive.

Our local sent two delegates to the AFT National Convention in Pittsburgh, where we were

inspired by a show of solidarity from the Presidents of the four largest Public Employee Unions - AFT - American Federation of Teachers, SEIU - Service Employees International Union, AFSCME - American Federation of State, County and Municipal Employees, and the NEA - National Education Association - with the common message of "We're In This Together"

Board Members

Director Sonnleitner offered fresh blueberries to the group.

President

President Mitsui thanked Danil Ponomarev, the AV tech for the board meetings, for his work at the college.

He also recognized Dr. Baker-Flowers for her hard work to shift the center of gravity around social justice at PCC. She has moved the institution forward.

He thanked Marc Goldberg and Kate Kinder for the kickoff of Pathways to Opportunity.

ADJOURNMENT

There being no further business, the meeting adjourned at 6:54 pm.

Kali Thorne-Ladd, Chair

Mark Mitsui, College President

Prepared by:

Jeannie Moton, Executive Coordinator

Minutes approved on September 20,
2018.

September 20, 2018

19-024

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– Brian Fassett

Program Coordinator, Professional Development and Training
Workforce Development and Continuing Education

Annual Salary: \$54,003 Grade: 5 Step: 3

Effective: August 28, 2018

Education: Portland State University MS, Education
University of Colorado at Boulder BA, International Affairs

Most Recent Experience: Bicycles Against Poverty
Operations Director

Applicant Flow:

Gender

Ethnicity

29 Female

0 American Indian or Alaska Native

18 Male

4 Asian

1 Not Disclosed

0 Black or African American

6 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

6 Not Disclosed

2 Two or More Selections

30 White

48 Total

2. Academic Professional Appointment– Todd Nashwa

Academic Advising Coordinator

Office of the Dean of Student Development, Sylvania Campus

Annual Salary: \$55,675 Grade: 4 Step: 7

Effective: August 2, 2018

Education: University of Hawaii MS, Education
BA, English

Most Recent Experience: Portland Community College
Academic Advising Coordinator (Interim)

Applicant Flow:

Gender

Ethnicity

3 Female

0 American Indian or Alaska Native

4 Male

2 Asian

1 Not Disclosed

0 Black or African American

1	Hispanic/Latino
0	Native Hawaiian or Other Pacific Islander
1	Not Disclosed
0	Two or More Selections
4	White
<hr/> 8	Total

3. Academic Professional Appointment (NonGeneral Fund)– **DaMarcus Redeau**

Middle College Coordinator

Liberal Arts and Pre-College Programs Division, Cascade Campus

Annual Salary: \$57,625

Grade: 4

Step: 8

Effective: August 14, 2018

Education: Oregon State University

MEd, College Student Services
Administration

Oregon State University

BS, Human Services

Most Recent Experience: Portland Community College
Academic Advising Specialist

Applicant Flow:

Gender

Ethnicity

29 Female

0 American Indian or Alaska Native

14 Male

3 Asian

2 Not Disclosed

3 Black or African American

5 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

4 Not Disclosed

4 Two or More Selections

26 White

45 Total

4. Academic Professional Appointment (NonGeneral Fund Temporary)– **Maylorie Townsend**

Employment Specialist

Workforce Development and Continuing Education

Annual Salary: \$44,016

Grade: 3

Step: 2

Effective: July 23, 2018 to June 20, 2019

Education: Reed College

MA, Liberal Studies

Portland State University

MS, Educational Leadership
and Policy

Portland State University

BA, Business Management

Most Recent Experience: Portland Community College
Employment Specialist (Casual)

Applicant Flow:

Gender

Ethnicity

13 Female

0 American Indian or Alaska Native

6 Male

2 Asian

0 Not Disclosed

2 Black or African American

0 Hispanic/Latino

0	Native Hawaiian or Other Pacific Islander
4	Not Disclosed
1	Two or More Selections
10	White
19	Total

5. Administrative Appointment– Ken Brown

Director of Auxiliary Services
Finance and Administration

Annual Salary: \$117,000 Grade: N

Effective: September 1, 2018

Education: Portland State University MBA, Business Administration
University of Florida BA, English

Most Recent Experience: Portland Community College
District Manager, Bookstore Operations

Applicant Flow:

Gender

Ethnicity

14	Female	1	American Indian or Alaska Native
20	Male	2	Asian
0	Not Disclosed	4	Black or African American
		3	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		1	Not Disclosed
		1	Two or More Selections
		22	White
		34	Total

6. Administrative Appointment– Damascus Hopes

Campus Custodial Services Manager, Rock Creek Campus
Finance and Administration

Annual Salary: \$69,926 Grade: I

Effective: August 20, 2018

Education: Oregon Health and Sciences University MS, Healthcare Management

Oregon State University BS, Environmental Science

Most Recent Experience: Oregon Health and Sciences University
Environmental Services Supervisor

Applicant Flow:

Gender

Ethnicity

9	Female	1	American Indian or Alaska Native
24	Male	1	Asian
2	Not Disclosed	1	Black or African American
		8	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		3	Not Disclosed
		1	Two or More Selections

9. Administrative Appointment– Luis Rodriguez

Adult Basic Skills Director

Office of the Dean of Instruction, Southeast Campus

Annual Salary: \$96,913

Grade: L

Effective: August 21, 2018

Education: Warner Pacific College

MS, Management and Organizational
Leadership

Oregon State University

BA, Anthropology

Oregon State University

BA, Spanish

Most Recent Experience: Portland Community College

Adult Basic Skills Director (Interim)

Applicant Flow:

Gender

Ethnicity

13 Female

0 American Indian or Alaska Native

17 Male

2 Asian

2 Not Disclosed

6 Black or African American

6 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

2 Not Disclosed

0 Two or More Selections

16 White

32 Total

10. Faculty Appointment– Sonia Agnew

Instructor, Management and Supervisory Development

Math, Sciences and CTE Division, Southeast Campus

Annual Salary: \$56,274

Step: 3

Effective: September 1, 2018

Education: Marylhurst University

MBA, Business Administration

Concordia University

BS, Business Administration

Most Recent Experience: The Boeing Company

Operation Manager

Applicant Flow:

Gender

Ethnicity

16 Female

0 American Indian or Alaska Native

29 Male

2 Asian

1 Not Disclosed

7 Black or African American

3 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

3 Not Disclosed

1 Two or More Selections

30 White

46 Total

11 Faculty Appointment (Temporary)– Karen Embry

Instructor, Composition/Literature

Arts and English Division, Rock Creek Campus

Annual Salary: \$56,274

Step: 3

Effective: September 1, 2018 to June 20, 2019

Education: University of California

PhD, English

BA, English

California State University

MA, English/Creative Writing

City College of San Francisco

AS, Science

Most Recent Experience: Portland Community College

Instructor, English Composition (Adjunct)

Applicant Flow: Article 3.64 Appointment

12 Faculty Appointment– Jesse Mejia

Instructor, Professional Music and Sonic Arts

Arts and Professions Division, Cascade Campus

Annual Salary: \$58,244

Step: 4

Effective: September 1, 2018

Education: University of Wales, Bangor

MA, Music Composition

Sarah Lawrence College

BA, Music

Most Recent Experience: Portland Community College

Instructor, Music and Sonic Arts (Temporary)

Applicant Flow:

Gender

Ethnicity

4 Female

0 American Indian or Alaska Native

32 Male

2 Asian

4 Not Disclosed

1 Black or African American

6 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

8 Not Disclosed

0 Two or More Selections

23 White

40 Total

13 Faculty Appointment – Margaret Rising

Instructor, Nursing

Health Professions and Physical Education Division, Sylvania Campus

Annual Salary: \$56,274

Step: 3

Effective: September 1, 2018

Education: Oregon Health Sciences University

BS, Nursing

Baylor School of Law

Juris Doctor, Law

Trinity University

BA, Chemistry

Most Recent Experience: Oregon Health Sciences University, Radiation Oncology

Staff Registered Nurse

Applicant Flow:

Gender

Ethnicity

4 Female

0 American Indian or Alaska Native

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

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN SEPTEMBER 20, 2018 PERSONNEL REPORT**

Male	9
Female	4
Not Disclosed	0
	<hr/>
	13

White	6
Black or African American	3
Asian	1
Hispanic/Latino	3
American Indian/Alaskan Native	0
Native Hawaiian/Pacific Islander	0
Two or More Selections	0
Not Disclosed	0
	<hr/>
	13

September 20, 2018

19-025

COMMENDATION OF RETIRING EMPLOYEE –
ALEXANDRA MAROS

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Alexandra Maros has performed faithfully in her duties as Full-time and Part-time Faculty for Portland Community College since January 5, 2009. 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.

September 20, 2018

19-026

COMMENDATION OF RETIRING EMPLOYEE –
ROXIE PONCE

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Roxie Ponce has performed faithfully in her duties as a Campus Scheduling Coordinator for Portland Community College since August 13, 1990. She retires effective September 7, 2018.

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

September 20, 2018

19-027

AUTHORIZATION TO UTILIZE JOINT COOPERATIVE
CONTRACTS TO TRANE U.S. INC AND DAIKIN
APPLIED TO PROVIDE HVAC SERVICES

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

FINANCIAL
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

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

REPORT: Portland Community College has a need to contract with multiple qualified vendors to provide HVAC maintenance services to include maintenance, minor repair, and installation for operations, small tenant improvements, emergency services, specialty/capital projects, and public improvements district-wide. The estimated cost for these services will exceed the \$150,000.00 threshold, which requires Board Approval.

After careful review, the department staff selected two contractors, Trane U.S. Inc. and Daikin Applied.

These firms will provide HVAC services and project work, based on joint cooperative contracts with US Communities and TCPN, respectively.

US Communities, Joint Cooperative Contract # 15-JLP-023, which has a competitively priced contract with Trane U.S. Inc. for providing these services.

This contract expires 09/30/2020.

National Intergovernmental Purchasing Alliance - TCPN, Joint Cooperative Contract# R150505, which has a competitively priced contract with Daikin Applied, for providing these services. This contract expires 09/30/2019, with an additional one-year renewal.

College Procurement rule, PCC-46-0420, allows the use of joint cooperative procurements for goods or services or public improvements.

RECOMMENDATION: That the Board of Directors authorize the use of a joint cooperative contract for the provision of HVAC Services and award two contracts.

Award a contract to Trane U.S. Inc. in the amount of \$1,300,000.00 (based on an annual estimate of \$650,000.00) through September 30, 2020. Award a contract to Daikin Applied Americas Inc., dba Daikin Applied in the amount of \$1,300,000.00 (based on an annual estimate of \$650,000.00) through September 30, 2020.

Total cost for these contracts are not to exceed \$2,600,000.00. Expenditures for these contracts will come from the general and capital fund.

September 20, 2018

19-028

CONSTRUCTION MANAGEMENT/GENERAL
CONTRACTOR (CM/GC) SERVICES FOR SYLVANIA
CAMPUS

PREPARED BY: Sandy Wanner, Buyer/Contract Specialist, Planning and
Capital Construction

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Planning and Capital Construction

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

REPORT: Portland Community College (PCC) solicited proposals from qualified firms capable of providing relevant CM/GC services for the Sylvania Campus. Major areas of work to include major renovation of the Health Technology building, site improvements for ADA, campus access and accessibility; transit needs in partnership with TriMet, renovation, site improvements for campus circulation, accessibility, safety/security and maintenance upgrades to areas on campus impacted by the HT renovation upgrades. Additional maintenance upgrades in other areas on the campus to be identified as we work through the logistics planning for the HT projects. The construction services will involve management and completion of the construction work within a negotiated Guaranteed Maximum Price, as that term is defined in ORS 279.C.332.

On, June 27, 2018, the Request for Proposals (RFP) was advertised in the Daily Journal of Commerce, State of Oregon (ORPIN), the Portland Observer and the PCC Solicitation Website. Sixteen (16) vendors registered and received a copy of the RFP document and seven (7) plan centers. Of the sixteen (16) vendors, there was one (1) certified MWESB firm and one (1) MWESB plan center. At the proposal closing time of 2:00 PM, August 17, 2018, the College received four (4) proposals and none were MWESB certified firms. The proposals were evaluated on Firm/Team Experience, Project Management Approach, Local Conditions, MWESB Utilization, Community Engagement and Construction Management Fee.

The three (3) vendors that scored the highest points were selected to return for interviews, per the following scores:

Vendors:	Total Points
Lease Crutcher Lewis	559
Howard S. Wright	548
Andersen Construction	538
ASA Construction	313

The interview was scored on; why their firm is the best fit, how their firm will make a state-of-art health technology environment in the region, their experience with complex renovation projects, benefits and challenges of occupied versus non-occupied renovations; cost estimating strategies and approach, managing the project in an uncertain market and how they would collaborate with PCC's design team. Based on the committee's scores, the firm with the highest score has been requested to be awarded the contract.

Vendors:	Total Points
Lease Crutcher Lewis	557
Andersen Construction	510
Howard S. Wright	495

MWESB Note: None of the CM/GC contractors submitting proposals are certified MWESB firms. At this time we are only hiring the general contractor. Lease Crutcher Lewis is committed to MWESB and understands PCC's goal of 20% participation for subcontractors. They have a history of going beyond that in recent projects.

RECOMMENDATION: That the Board of Directors accept and award a contract to Lease Crutcher Lewis, LLC. The term of the contract will be valid until the work is completed. Pre-construction cost will be \$200,000. Funds will be from the 2017 Bond Program.

September 20, 2018

19-029

AUTHORIZATION TO CONTRACT WITH GARLAND
ROOFING FOR ROCK CREEK BUILDING 7 AND
CASCADE TERRELL HALL PROJECTS

PREPARED BY: Linda Degman, Director, Planning and Capital Construction

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Planning and Capital Construction

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

REPORT: As part of the 2017 Bond projects money is allocated for college wide maintenance projects. There are two roofs that are in poor condition and need to be replaced this year.

On June 21, 2018 the Board approved resolution 18-152 to utilize an inter-governmental cooperative contract for these roofing projects to be funded from the general and capital fund. It is in the best interest of the college to fund these projects with bond funds.

The Rock Creek Building 7 (B7) project will include roof tie-offs for the safety of staff that access the roof for maintenance. The project cost is \$645,809. Cascade Terrell Hall project cost is \$640,917 and also will include safety tie-offs. The Office of Planning and Capital Construction will manage these projects.

RECOMMENDATION: That the Board of Directors authorizes a contract with Garland/DBS, Inc., through an inter-governmental agreement. The project cost is \$1,286,726 plus a 10% contingency of \$128,673 for a total cost of \$1,415,399.

September 20, 2018

19-030

ACCEPT PROPOSALS AND AWARD CONTRACTS FOR
DISTRICT WIDE OWNER PROJECT MANAGEMENT
ASSISTANCE

PREPARED BY: Sandy Wanner, Buyer/Contract Specialist, Planning and
Capital Construction

FINANCIAL
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services
Linda Degman, Director, Planning and Capital Construction

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

REPORT: With passage of the 2017 bond measure, Portland
Community College (PCC) has a need to hire qualified firms
to provide Owner Representative/Project Management
Services and Project Completion/Closeout Assistance.
Project Management services may include working with
large teams under contract by the college consisting of
architectural/engineering firms, contractors,
testing/inspection firms, sustainability program coordinator,
commissioning agents, and additional consultants. Services
may also include managing multiple maintenance projects
across multiple campuses with tight schedules.

Facilities Management Services also may have a need for
these services and will use the selected vendors.

On July 25, 2018, the Request for Proposals (RFP) was
advertised in the Daily Journal of Commerce, State of
Oregon (ORPIN), Portland Observer, and the PCC
Solicitation Website. A total of twenty-five (25) vendors
registered and received a copy of the RFP document and
two (2) plan centers. Of the twenty-five (25) vendors,
seven (7) are Oregon certified MWESB firms. At the
proposal closing time of 2:00 P.M., August 13, 2018, the
College received seven (7) proposals. Two (2) of the
proposers are MWESB firms. The vendor proposals
were evaluated based on their fees, project scheduling
and coordination, firm background, experience of key
personnel, MWESB experience, and firm references.

The written proposal scores were tabulated and the three (3) highest scoring proposers were invited for an oral interview.

Vendors:	Total Points
Day CPM	524
Inici	529
Mears CPM*	414
CBRE/Heery	525
WT Partnership	430
Plan B Consultancy	488
Klosh Group*	471

*MWESB

The committee members evaluated and scored each of the proposals based on firm's experience, resources, project approach, fee structure and social responsibility. Below is the list of the proposer's names and their written evaluation scores:

Vendors:	Total Points
Day CPM	531
Inici Group	559
CBRE/Heery	491

RECOMMENDATION: That the Board of Directors accept the top two (2) proposals and award a contract to Inici Group and Day CPM. The contract amount is \$750,000 from bond funds and \$250,000 from general and capital fund for a total of \$1,000,000. The term of the contract will be valid for five (5) years. Funding will be from 2017 Bond funds, General Fund, and Capital Fund.

September 20, 2018

19-031

RESOLUTION TO APPROVE BOARD POLICY
REVISIONS TO B503 STUDENT TUITION AND FEES
POLICY (SECOND 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 B503.

CURRENT POLICY:

Student Tuition and Fees - B503

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 B503:

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.

September 20, 2018

19-032

RESOLUTION TO APPROVE BOARD POLICY B602
REVISIONS (FIRST READING)

PREPARED BY: Kathleen McMullen, District Manager, Transportation and Parking

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

APPROVED BY: Mark Mitsui, College President

REPORT: The transportation and parking program of Portland Community College is designed to provide access while encouraging the reduction of single occupancy vehicle trips through charging for parking and providing alternative transportation options.

Parking facilities guidelines are established with associated parking permits sold. Traffic regulations are enforced to maintain safety and functionality with associated fines. All visitors, staff and students choosing to drive shall obtain valid permits, abide by these guidelines and regulations as well as park in college approved locations.

The President or a presidential designee, will approve adjustments to the regulations, prices and fines as needed to meet these goals. They will also approve guidelines for obtaining parking permits, establishing parking facilities and a process for people to appeal citations.

RECOMMENDATION: That the board approve the first reading (Exhibit B) of the revised policy and refer the revised policy to a second reading.

Parking at College Facilities - B 602

CURRENT POLICY:

The college parking program is designed to encourage the reduction of single occupancy vehicles, through charging fees for parking and providing alternative transportation options and to provide safe, functional parking facilities. The Board shall establish fees for parking at college facilities. The President will recommend adjustments to the fees as needed to meet these goals.

The President will issue parking regulations, guidelines and procedures for obtaining permits, and a process for people to appeal citations. All staff, students and visitors who park motor vehicles in college parking lots shall obtain and display valid parking permits and abide by the parking regulations set by the college.

(ORS 341.300)

(June 2004)

PROPOSED POLICY:

~~The college transportation and parking program of Portland Community College is designed to encourage provide access while encouraging the reduction of single occupancy vehicles, vehicle trips through charging fees for parking and providing alternative transportation options and to provide safe, functional parking.~~

Parking facilities guidelines are established with associated parking permits sold. Traffic regulations are enforced to maintain safety and functionality with associated fines. All visitors, staff and students choosing to drive shall obtain valid permits, abide by these guidelines and regulations as well as park in college approved locations.

~~The President or a presidential designee, will recommend approve adjustments to the fees regulations, prices and fines as needed to meet these goals. They will also approve guidelines for obtaining parking permits, establishing parking facilities and a process for people to appeal citations.~~

~~The President will issue parking regulations, guidelines and procedures for obtaining permits, and a process for people to appeal citations. All staff, students and visitors who park motor vehicles in college parking lots shall obtain and display valid parking permits and abide by the parking regulations set by the college.~~

~~(ORS 341.300)~~

~~(June 2004)~~

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September 20, 2018

19-033

APPOINTMENT OF DELEGATES TO ATTEND THE
OREGON COMMUNITY COLLEGE ASSOCIATION
(OCCA) ANNUAL CONFERENCE AT SUNRIVER
RESORT IN BEND, OREGON, NOVEMBER 7-9, 2018

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

APPROVED BY: Mark Mitsui, College President

REPORT: In accordance with Board Policy B 210, the Board of Directors recognizes the benefits derived by the College through membership in various educational organizations and from attendance of directors at state and national meetings which deal with community college issues. The Chair and Vice Chair have considered a slate of delegates to attend the 2018 OCCA Annual Conference November 7-9, 2018

RECOMMENDATION: That the Board of Directors include Mohamed Alyajouri, Denise Frisbee, Mohamad Abdul Karim, Kali Thorne Ladd, and Michael Sonnleitner as delegates to represent the College at the OCCA Annual Conference.

September 20, 2018

19-034

APPOINT BOARD OF DIRECTORS TO COMMITTEES

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

APPROVED BY: Mark Mitsui, College President

REPORT: Various groups associated directly with the PCC Board of Directors will at times ask for board member participation. Currently there is a request to appoint a representative to the PCC Foundation Board of Directors and the Oregon Community College Association.

RECOMMENDATION: That the Board appoint Jim Harper and Kali Thorne Ladd for service on the PCC Foundation Board of Directors and appoint Deanna Palm to the OCCA Board of Directors for 2018-2019.

September 20, 2018

19-035

ADOPT PORTLAND COMMUNITY COLLEGE BOARD OF
DIRECTORS 2018-2019 PRIORITIES

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

APPROVED BY: Kali Thorne-Ladd, Chair, Board of Directors

REPORT: On July 20, 2018 the PCC Board of Directors met at a Planning Session to set their priorities for the upcoming year.

These are the board priorities established:

- Support the work of the newly chartered Diversity, Equity and Inclusion Committee of the Board.
- Advocate for increased state resources and support for student success initiatives district-wide.
- Ensure development of a dashboard to monitor key performance indicators
- Aid students by building relationships with key transportation and housing partners in the Metro community
- Support the President's 2018-2019 Work Plan

RECOMMENDATION: That the Board of Directors approve the 2018-2019 Board Priorities as presented.

September 20, 2018

19-036

ADOPT POLICY B510 REGARDING RESERVE FUNDS
WITHIN THE GENERAL FUND (FIRST READING)

PREPARED BY: Jim Langstraat, Vice President, Finance and Administration

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

APPROVED BY: Mark Mitsui, College President

REPORT: While the Board has provided general guidance on maintaining a reserve within the General Fund, a formal Board policy and parameters have not been adopted. To ensure compliance with accreditation standards and implement industry best practices, it is desirable to have the Board adopt a policy on reserve funds.

The Government Finance Officers Association (GFOA) recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund for GAAP and budgetary purposes. Such a guideline should be set by the appropriate policy body and articulate a framework and process for how the government would increase or decrease the level of unrestricted fund balance over a specific time period. In particular, governments should provide broad guidance in the policy for how resources will be directed to replenish fund balance should the balance fall below the level prescribed.

Since the fiscal year ending June 30, 2007 to the present time the General Fund balance percentage (Unrestricted Fund Balance divided by expenditures and transfers) has ranged from a low of 8.4% to a high of 23.24%. The June 30, 2017 fund balance percentage was 9.17%.

RECOMMENDATION: That the Board of Directors approve the following policy on reserve funds.

B510: RESERVE FUNDS

A General Fund unrestricted fund balance (reserve) is established and maintained to ensure the continued delivery of services, to address emergencies, serve as a buffer against enrollment fluctuations, protect against fluctuations and delays in the level of State funding, address a temporary revenue shortfall or provide stability during economic cycles. Sufficient reserve funds will be managed to provide adequate cash flow, stabilize the College's interest rates and provide continuity in service delivery.

For purposes of this Policy, the definition of "unrestricted fund balance" is limited to the portion of fund balance that is unreserved. Unreserved is to mean not set aside for other existing obligations of the college.

Portland Community College aspires to maintain an unrestricted fund balance within the range of 9% to 18% of the annual operating expenditures and transfers of the General Fund to ensure institutional stability and long-term fiscal integrity. Should the General Fund unrestricted fund balance fall below 9%, the college shall adopt a plan to replenish the General Fund unrestricted fund balance to 9% within two years. Should the General Fund unrestricted fund balance exceed 18% of annual operating expenditures and transfers of the General Fund, balances in excess may be set aside for restricted reserves or invested in one time expenditures.

Funding of the General Fund unrestricted fund balance will generally come from excess revenues over expenditures.

The college President is authorized to make decisions for the use of General Fund unrestricted fund balance in consultation with appropriate staff within the office of Finance and Administration. Appropriate potential uses could include capital equipment purchases, capital construction, investment in a new program or service that will move to recurring funding sources after a specified trial period, and projects related to the strategic direction of the college. The General Fund unrestricted fund balance shall not be used for normal or recurring annual operating expenditures.

The Vice President of Finance and Administration, or their designee, will manage and monitor the General Fund unrestricted fund balance and report on the current and projected level of the General Fund unrestricted fund balance during each budget process.



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.