



# Board of Directors **Business Session**

October 18, 2018

#think**PCC**first

## Portland Community College Board of Directors

### Vision

Building futures for our Students and Communities

### Mission

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

### Core Themes

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

*Approved January 21, 2016*

### Who We Are

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

### We Value

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

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

BUSINESS SESSION  
October 18, 2018  
Sylvania Campus  
12000 SW 49<sup>th</sup> Avenue, Portland, OR 97219

AGENDA

- |         |   |               |
|---------|---|---------------|
| 4:00 PM | <b>Executive Session</b>  | CC 233C       |
|         | In accordance with ORS 192.660 (2), in accordance with ORS 192.660 (2), (a) employment of a public official (e) real property Transactions, (h) litigation                          |               |
| 5:00 PM | <b>PCC Diamond Alumni Awards Dinner</b>   | PAC Lobby     |
| 6:00 PM | <b>Work Session</b>   | CC 233A and B |
|         | <ul style="list-style-type: none"><li>• PERS—Eric Blumental</li><li>• Design and Build—Sylvia Kelley</li><li>• OCCA—Denise Frisbee</li><li>• Student Update—Mohamad Karim</li></ul> |               |
| 6:30 PM | <b>Call to Order—Business Session</b>   | CC 233A and B |
|         | <ul style="list-style-type: none"><li>• Introductions</li><li>• Approval of Minutes—August 23, 2018 and September 20, 2018</li><li>• Approval of Agenda</li></ul>                   |               |
| 6:35 PM | <b>Recognitions</b>   |               |
|         | <ul style="list-style-type: none"><li>• Oregon NASA Space Grant Recipients</li></ul>  |               |
| 6:40 PM | <b>Adjourn Business Session and Convene as Local Contract Review Board</b>  |               |
|         | <b>Public Hearing on Exemption from Competitive Bidding</b> in accordance with ORS 279C.335 (2) and (5) <ul style="list-style-type: none"><li>• Sylvia Kelley</li></ul>             |               |
|         | <b>Public Comment on Exemption from Competitive Bidding</b> (A sign-up sheet is on a table at the entrance of the meeting room.)  |               |
| 6:45 PM | <b>Adjourn Local Contract Review Board and Reconvene as Business Meeting</b>  |               |
| 6:45 PM | <b>Information Sessions</b>   |               |

- Oregon Manufacturing Industrial Center—Chris Holden (20 minutes)
- Budget Discussions—Eric Blumenthal and Dina Farrell (20 minutes)

7:25 PM **Public Comment on Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)

7:30 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.)

**PERSONNEL**

**Page**

19-037 Approval of Personnel Actions—October 18, 2018 .078

**Academic Professional Appointments:**

Anthony Coleman, Sales Coordinator, Workforce Development and Continuing Education

Alicia Gonzalez, Women's Resource Center Program Coordinator III, Office of the Dean of Student Development, Rock Creek Campus (Temporary)

Karin Kief, Internship Site Developer, Workforce Development and Continuing Education (Non-General Fund Temporary)

Ana Rau, Foundation Events Coordinator, College Advancement

Emily Smudde, Marketing Coordinator, College Advancement

**Administrative Appointments:**

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

Troy Berreth, Information Technology Director – Infrastructure Services. Office of the President

Rachael Davies, Facilities Project Manager – Code Compliance, Finance and Administration

Alfredo Moreno, Community Relations Manager, Office of the Dean of Instruction, Rock Creek Campus

Michael Sturgill, Associate Bond Project Manager, Executive Vice President (Temporary)

**Faculty Appointments:**

Christopher Knight, Instructor, Art, Arts and English Division, Rock Creek Campus (Temporary – Job Share)

Andras Mathe, Instructor, ABE/GED, Workforce Development and Continuing Education

Marie Sivak, Instructor, Art, Arts and English Division,  
 Rock Creek Campus (Temporary – Job Share)  
 Chad Teed, Instructor, Nursing, Health Professions,  
 Early Childhood Education and Physical  
 Education Division, Sylvania Campus  
 (Temporary)

19-038 College President Contract Renewal for FY  
 2018-19 through 2019-20 and Compensation  
 for 2018-19 .....085

#### BIDS/CONTRACTS

19-039 Adopt Findings - Grant an Exemption from  
 Competitive Bidding - Authorize Use of the  
 Design Build Alternative Contracting Method  
 for the Rock Creek EPG Building.....087

#### BOARD

19-040 Resolution to Approve Board Policy B602 Revisions  
 (Second Reading).....096  
 19-041 Adopt Policy B510 Regarding Reserve Funds within  
 the General Fund (Second Reading) .....098  
 19-042 Delegate Authority to District President Concerning  
 Real Property Matters Related to Acquisition of  
 Property in Columbia County ..... 100

7:35 PM **Public Comment on Non-Agenda Items** (A sign-up sheet is on a  
 table at the entrance of the meeting room.)

7:40 PM **Reports** (5 minutes each)

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

8:05 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. 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**

August 23, 2018  
Sylvania Campus

**BOARD MEETING MINUTES**

**ATTENDANCE**

Mohamed Alyajouri, Jim Harper, Chair Kali Thorne-Ladd, Deanna Palm, Michael Sonleitner and Valdez Bravo (by phone)

**WORK SESSION**

Chair Thorne Ladd called the work session to order at 4:10 pm.

Topics discussed included: PCC Naming Opportunities for Campaign, RFP for Legal Services, Measure 105 Repeal Sanctuary State Law Initiative (2018), Measure 26-199 The Regional Affordable Housing Bond.

**CALL TO ORDER**

Chair Thorne-Ladd called the business meeting to order at 6:10 pm.

**APPROVAL OF THE AGENDA**

The agenda was approved as published. Harper/Palm

**RECOGNITIONS**

President Mitsui and Chair Thorne Ladd recognized three retiring employee who contributed 30+ years of service to PCC. These included Maureen O'Connor (40 years), Katherine Pappas (35 years) and Barbara Smith (34 years).

They also did recognitions for the NISOD Excellence Awards. Individuals who attended the meeting and were recognized included: Patrice Betts, Allison Blizzard, Ann Cary, Frank Harris, Jenn Piper, and Jen Poinar.

**INFORMATION SESSIONS**

Legislative Update--Emma Kallaway

YESS (Yes to Equitable Student Success) Update--Katy Ho and Rob Steinmetz

**PUBLIC COMMENT ON AGENDA ITEMS**

None

**BUSINESS MEETING**

Chair Thorne-Ladd proposed approval of Resolutions 19-009 through 19-023.  
Harper/Alyajouri

After discussions at the Work Session, the board decided to support or oppose several local measures.

Chair Thorne Ladd called for a motion to **SUPPORT** the Measure 26-199: The Regional Affordable Housing Bond. Ladd/Alyajouri

YES: Alyajorui, Bravo, Harper, Sonnleitner, Thorne Ladd

NO: None

ABSTAIN: Palm (Conflict of Interest)

Chair Thorne Ladd called for a motion to **SUPPORT** the Measure 102: The Statewide Constitutional Amendment. Ladd/Alyajouri

YES: Alyajorui, Bravo, Harper, Palm, Sonnleitner, Thorne Ladd

NO: None

ABSTAIN: None

Chair Thorne Ladd called for a motion to **OPPOSE** Oregon Measure 105, Repeal Sanctuary State Law Initiative (2018) Ladd/Alyajorui

YES: Alyajorui, Bravo, Harper, Palm, Sonnleitner, Thorne Ladd

NO: None

ABSTAIN: None

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

Veterans Resource Center (Rock Creek): Vincent Blanco, Alice Phrakonkham, Alex Moreno, Juan Montgomery, Martha J. Duncan-Perez

#### **REPORTS**

Reports were provided from the following:

Classified Union, Jeff Grider

Faculty and Academic Professionals, Frank Goulard

District Student Council, Mohamad Karim

Board Members: Director Sonnleitner, Chair Thorne Ladd

President, Mark Mitsui

#### **ADJOURNMENT**

There being no further business, the meeting adjourned at 7:40 pm.

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Kali Thorne-Ladd, Chair

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Mark Mitsui, College President

Prepared by:

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Jeannie Moton, Executive Coordinator

Minutes approved on October 18, 2018.

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

**BUSINESS SESSION**

September 20, 2018  
Sylvania Campus

**BOARD MEETING MINUTES**

**ATTENDANCE**

Mohamed Alyajouri, Jim Harper, Mohamad Karim, Deanna Palm, and Michael Sonnleitner

**WORK SESSION**

Vice Chair Jim Harper call the Work Session to order at 3:32 pm. Topics of discussion included the OCCA Policy Template, Tuition and Fees, OCCA and a Student Update.

The Communities of Color discussion will be rescheduled as the presenter could not make it to the meeting.

**EXECUTIVE SESSION**

Vice Chair Jim Harper called the executive session to order at 4:30 in accordance with ORS 192.660 (2) to discuss (e) real property transactions, (h) litigation, (k) school safety.

**CALL TO ORDER**

Vice Chair Jim Harper called the business meeting to order at 6:30 pm.

**APPROVAL OF THE AGENDA**

The agenda was approved as published. Alyajouri/Sonnleitner

The July 19, 2018 meeting minutes were approved as published. Palm/Sonnleitner

**INFORMATION SESSIONS**

Fund Balance—Jim Langstraat

Vice President Langstraat explained the policy that will be presented for approval tonight on the consent agenda. He noted that this is a best practice. The practice is to have 2 months of expenditures in a fund balance. The college is currently at \$20 million, which was once at \$37 million. With the increase in enrollment and a cap from the state the fund balance has declined over the past few years.

Board Priorities—Jim Harper

Director Harper discussed the board priorities that were presented from the Board Planning Session in July. These priorities will be approved on the consent agenda.

**PUBLIC COMMENT ON AGENDA ITEMS**

19-036: Adopt Policy B510 Regarding Reserve Funds within the General Fund (First

Reading)

Frank Goulard and Michelle Marden

### **BUSINESS MEETING**

Vice Chair Harper proposed approval of Resolutions 19-024 through 19-036.  
Sonnleitner/Palm

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

PCC Metro Center Funding      Vincent Blanco, Eddie Lincoln, Maylorie Townsend,  
Tracee Wells, Heidi Edwards, Jaime Rodriguez

### **REPORTS**

Reports were provided from the following:

Classified Union, Jeff Grider

Faculty and Academic Professionals, Frank Goulard

District Student Council, Mohamad Karim

Board Members: Director Sonnleitner noted this year's In Service may have been one of the best in his 30 years of attending.

President: President Mitsui commented that the grant effecting the PC Metro Center is a devastating blow to the college. He thanked Jim Langstraat for his service and that he will be missed.

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 7:16 pm.

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Kali Thorne Ladd, Chair

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Mark Mitsui, College President

Prepared by:

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Jeannie Moton, Executive Coordinator

Minutes approved on October 19, 2018.

October 18, 2018

19-037

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– **Anthony Coleman**

Sales Coordinator

Workforce Development and Continuing Education

Annual Salary: \$50,709

Grade: 4

Step: 3

Effective: September 26, 2018

Education: University of Oklahoma

MLS, Administrative Leadership

Langston University

BA, Sociology

Most Recent Experience: Quinstreet

Director of Admissions/Senior Admissions Counselor

Applicant Flow:

Gender

Ethnicity

13 Female

0 American Indian or Alaska Native

12 Male

2 Asian

0 Not Disclosed

1 Black or African American

4 Hispanic/Latino

1 Native Hawaiian or Other Pacific Islander

3 Not Disclosed

0 Two or More Selections

14 White

25 Total

2. Academic Professional Appointment (Temporary)– **Alicia Gonzalez**

Women's Resource Center Program Coordinator III

Office of the Dean of Student Development, Rock Creek Campus

Annual Salary: \$59,874 + 5% bilingual

Grade: 5

Step: 6

differential

Effective: August 21, 2018 to February 20, 2019

Education: Lewis and Clark College

M.Ed, School Counseling

Portland State University

BA, Philosophy

Most Recent Experience: Portland Community College

Resource Program Coordinator II

Applicant Flow: Article 3.64 Appointment

3. Academic Professional Appointment (Non-General Fund Temporary)– Karin Kief

Internship Site Developer

Workforce Development and Continuing Education

Annual Salary: \$46,004

Grade: 3

Step: 2

Effective: September 21, 2018 to June 20, 2019

Education: Lower Columbia College

AA, Sociology

Most Recent Experience: Portland Community College  
Career Specialist

Applicant Flow:

Gender

Ethnicity

1 Female

0 American Indian or Alaska Native

0 Male

0 Asian

1 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

0 White

1 Total

4. Academic Professional Appointment– Ana Rau

Foundation Events Coordinator

College Advancement

Annual Salary: \$50,709

Grade: 4

Step: 3

Effective: September 10, 2018

Education: Grand Valley State University

MS, Public Administration

BA, Public Administration

Most Recent Experience: Africa Bridge  
Development Manager

Applicant Flow:

Gender

Ethnicity

39 Female

0 American Indian or Alaska Native

11 Male

7 Asian

0 Not Disclosed

2 Black or African American

5 Hispanic/Latino

1 Native Hawaiian or Other Pacific Islander

3 Not Disclosed

2 Two or More Selections

30 White

50 Total

5. Academic Professional Appointment– Emily Smudde

Marketing Coordinator

College Advancement

Annual Salary: \$50,414

Grade: 5

Step: 1

Effective: September 24, 2018  
 Education: Washington State University BA, Communications  
 Most Recent Experience: Aviation Sustainability Center, Washington State University  
 Science Marketing Writer and Communications Manager

Applicant Flow:

Gender		Ethnicity	
48	Female	0	American Indian or Alaska Native
22	Male	5	Asian
5	Not Disclosed	1	Black or African American
		9	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		5	Not Disclosed
		3	Two or More Selections
		52	White
		75	Total

6. Administrative Appointment– Amy Bader

Community Relations Manager

Office of the Campus President, Southeast Campus

Annual Salary: \$67,000 Grade: J

Effective: September 24, 2018

Education: University of California Santa Barbara BA, Communication/Italian Language and Cultural Studies

Most Recent Experience: Portland Community College  
 Community Relations Manager (Interim)

Applicant Flow:

Gender		Ethnicity	
13	Female	0	American Indian or Alaska Native
14	Male	4	Asian
1	Not Disclosed	3	Black or African American
		2	Hispanic/Latino
		2	Native Hawaiian or Other Pacific Islander
		4	Not Disclosed
		1	Two or More Selections
		12	White
		28	Total

7. Administrative Appointment – Troy Berreth

Information Technology Director – Infrastructure Services

Office of the President

Annual Salary: \$105,000 Grade: N

Effective: September 21, 2018

Education: University of Alberta BS, Physical Geography

Most Recent Experience: Portland State University  
 IT Director, Infrastructure Services (Interim)

Applicant Flow:

Gender		Ethnicity	
2	Female	1	American Indian or Alaska Native
39	Male	2	Asian
3	Not Disclosed	2	Black or African American
		0	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		6	Not Disclosed
		2	Two or More Selections
		31	White
		<hr/>	
		44	Total

8. Administrative Appointment– Rachael Davies

Facilities Project Manager – Code Compliance  
Finance and Administration

Annual Salary: \$73,000

Grade: K

Effective: October 3, 2018

Education: Portland State University

BA, History

BA, Political Science

Most Recent Experience: Legacy Health System  
Project Manager

Applicant Flow:

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

9. Administrative Appointment – Alfredo Moreno

Community Relations Manager

Office of the Dean of Instruction, Rock Creek Campus

Annual Salary: \$79,000

Grade: J

Effective: September 17, 2018

Education: University of New Mexico

BA, History

Most Recent Experience: Precoa  
Marketing Communications Manager

Applicant Flow:

Gender		Ethnicity	
44	Female	0	American Indian or Alaska Native
30	Male	4	Asian
2	Not Disclosed	7	Black or African American
		15	Hispanic/Latino

0	Native Hawaiian or Other Pacific Islander
5	Not Disclosed
2	Two or More Selections
43	White
<hr/>	
76	Total

10 Administrative Appointment (Temporary)– Michael Sturgill

Associate Bond Project Manager

Executive Vice President

Annual Salary: \$89,000 Grade: K

Effective: October 8, 2018 to June 30, 2022

Most Recent Experience: Portland Community College  
Technology Specialist III

Applicant Flow:

Gender

Ethnicity

0	Female	0	American Indian or Alaska Native
1	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
		1	White
		<hr/>	
		1	Total

11 Faculty Appointment (Temporary – Job Share)– Christopher Knight

Instructor, Art

Arts and English Division, Rock Creek Campus

Annual Salary: \$56,274 @.50 FTE Step: 3

Effective: August 21, 2018 to June 20, 2019

Education: University of Wisconsin MFA, Painting  
Pacific Northwest College of Art MA, Painting  
Vassar College BFA, Painting  
BA, Philosophy

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

Applicant Flow: Article 3.64 Appointment

12 Faculty Appointment– Andras Mathe

Instructor, ABE/GED

Workforce Development and Continuing Education

Annual Salary: \$56,274 Step: 3

Effective: October 15, 2018

Education: Rutgers University M.Ed, Social and Philosophical  
Foundations of Education  
The College of New Jersey BS, Biology

Most Recent Experience: Clark College  
Adjunct Professor - Mathematics

Applicant Flow:

Gender		Ethnicity	
25	Female	0	American Indian or Alaska Native
20	Male	3	Asian
5	Not Disclosed	5	Black or African American
		4	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		8	Not Disclosed
		0	Two or More Selections
		30	White
		50	Total

13 Faculty Appointment (Temporary – Job Share)– Marie Sivak

Instructor, Art

Arts and English Division, Rock Creek Campus

Annual Salary: \$91,089 @.50 FTE Step: 17

Effective: August 21, 2018 to June 20, 2019

Education: Virginia Commonwealth University MFA, Sculpture  
The University of the Arts BFA, Sculpture

Most Recent Experience: Portland Community College  
Instructor, Art

Applicant Flow: Article 3.64 Appointment

14 Faculty Appointment (Temporary)– Chad Teed

Instructor, Nursing

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

Annual Salary: \$56,274 Step: 3

Effective: August 21, 2018 to June 20, 2019

Education: Western Governors University BSN, Nursing  
California Polytechnic University BA, Industrial Technology  
Portland Community College AS, Nursing

Most Recent Experience: Legacy Health  
Cath Lab, Cardiac Services Registered Nurse

Applicant Flow: Article 3.64 Appointment

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

Male	6
Female	7
Not Disclosed	1
	14

White	7
Black or African American	2
Asian	0
Hispanic/Latino	2
American Indian/Alaskan Native	0
Native Hawaiian/Pacific Islander	0
Two or More Selections	0
Not Disclosed	3
	<hr/> 14

October 18, 2018

19-038

COLLEGE PRESIDENT CONTRACT RENEWAL FOR FY  
2018-19 THROUGH 2019-20 AND COMPENSATION FOR  
2018-19

PREPARED BY: Lisa Bledsoe, Associate Vice President, Human Resources

APPROVED BY: Sylvia Kelley, Executive Vice President  
Kali Thorne Ladd, Board Chair, PCC Board of Directors

REPORT: This resolution renews the College President's contract for a two-year period.

The Board previously conducted its annual performance assessment of the President and determined its strong desire to support and encourage his continued efforts to lead the College, and to support his ongoing efforts to raise the profile of PCC, in particular with the Portland area business community and through increased activity in various public service and community social networks to the benefit of the College and the PCC Foundation.

The Board has an expressed interest in assuring continuity of the high quality of College leadership which has been provided by the President. At this time, as a means to ensure organizational stability, the Board prefers to offer the President a multi-year package, rather than a year-by-year renewal. This multi-year approach is preferred in light of the myriad challenges the College faces including the current economic conditions and the anticipated impact of those conditions during the coming State of Oregon biennial legislative and budget processes with regard to funding for Community Colleges; the high level of demand for PCC services, continued growth and increasing enrollments, as well as the bond program implementation; and, recognizing the benefits to PCC of retaining a College President with the stature of Mark Mitsui in relationships he has built with the political, civic, education and business communities at the local, regional and national levels.

RECOMMENDATION: That the Board of Directors approve the following adjustments to the total compensation package of the College President for the two-year period beginning FY2018-19 and continuing through 2019-20.

- That the President's salary for FY2018-19 shall be increased to \$280,398 based on a 4.9% increase applied after a 1% salary rollback to maintain consistency with salary increases for all other managers of the College.
- That the President's other benefits be increased for each of the fiscal years 2018-19 and 2019-20, to the same extent as all other managers of the College.
- That the Chair is authorized to execute the revised contract on behalf of the Board, subject to approval as to form by the College's legal counsel.

October 18, 2018

19-039

ADOPT FINDINGS - GRANT AN EXEMPTION FROM  
COMPETITIVE BIDDING - AUTHORIZE USE OF THE  
DESIGN BUILD ALTERNATIVE CONTRACTING  
METHOD FOR THE ROCK CREEK EPG BUILDING

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

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

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

REPORT: In 2017 the Rock Creek Campus was approved to start a new program, the Electric Power Generation Program (EPG). PCC will be the west coast regional training center for this program. EPG has a close connection with the Rock Creek Campus Caterpillar ThinkBig program. Currently EPG is sharing space, in Building 2, with the diesel and ThinkBig programs. The space does not accommodate the needs of all three programs and a new building is needed for EPG and ThinkBig. The Caterpillar dealer has set requirements for space for training and we are unable to meet those in the existing spaces.

One of the main goals of the 2017 Bond Program is to improve workforce-training programs to better align with current and future jobs. The EPG program is a growing field, which needs highly trained technicians to service equipment and meet current and future industry needs.

This new facility is not part of the overall project list for the 2017 Bond Program. However, when PCC sold the bonds we received bond premiums, which are unallocated resources that are used for unidentified projects that help meet workforce needs in our region.

Per a feasibility study that was recently completed the new EPG and ThingBig building is estimated to cost approximately \$5 million.

The project under this resolution include construction of a new building on the Rock Creek Campus that will house lab and classroom spaces for the EPG and ThinkBig programs. As well there will be a large enclosed outdoor yard area

The College has several critical needs related to the work going forward for the project:

- The timeline is schedule certain due to a partnership with Caterpillar;
- The program will run temporarily at the Caterpillar location in Hillsboro for one year;
- There is a high need for trained technicians currently;
- There will be backfill renovation required in an occupied building once EPG and ThinkBig are relocated.

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

For this project it is desired that the Design/Build process be utilized, rather than the standard competitive Invitation to Bid process. The Oregon Public Contracting Code (ORS 279C.300) requires that all public improvement projects be procured through a competitive bid process. The PCC Board, acting as the Local Contract Review Board, may exempt the project from competitive bidding as long as certain findings required by ORS 279C.330 and 279C.335 are made and an authorized alternative contracting method is used (PCC Contracting Rules 49-0600 to 49-0690). A design/build alternative contracting process is authorized under PCC Rule 49-0670. A Design/Builder is selected through a competitive request for proposals ("RFP") process where factors such as experience, expertise, team of designer and contractor, and a demonstrated record of performance can be considered. The other benefit of a Design/Build process

is that the contractor is the lead and partners with an architectural firm as part of the team during the design phase, assisting in design development, constructability review, value engineering, scheduling, and estimating. Through this process a guaranteed maximum price is developed. The Design/Builder is the general contractor during the construction phase and will manage the project from the start to finish.

Staff will come back to the Board for approval of the contract when a Design/Build team is selected through a competitive RFP process with a Guaranteed Maximum price or not to exceed amount.

Findings:

- a. The Board finds that the Rock Creek Bond project is well suited to the Design/Build contracting procedure, because the Rock Creek Bond Project is complex and will require careful planning and coordination of work happening on an occupied campus next to occupied buildings, including managing site access and utilities, on site development, and construction of a new building. There is a tight timeframe to achieve all of this work. Further, the project is envisioned as a team effort between PCC, the Design/Build Contractor and Architectural team.
- b. The Board finds that PCC is knowledgeable and has a demonstrated capacity to manage the Design/Build process in all disciplines. PCC has previous experience utilizing design-build for the Willow Creek Center and Columbia County Center.
- c. The Board finds that this scope and magnitude of work requires careful planning and scheduling around the college's academic calendar, and that the public interest will be best served by establishing a construction methodology that encompasses that capability over the duration of the work.
- d. Pursuant to ORS 279.335(2)(a), the Board finds that utilizing the Design/Build process is unlikely to

encourage favoritism in the awarding of public contracts or substantially diminish competition because a competitive RFP process will be utilized to solicit the Design/Builder, the procurement will be formally advertised, competition will be obtained through competitive proposals, and evaluation and award will be based on identified selection criteria reviewed and ranked by a PCC team.

- e. Pursuant to ORS 279C.335(2)(b), the Board finds that utilizing the Design/Build process will result in substantial cost savings to PCC because:
  - i. The proposed team approach will improve communication and continuity, which the Board expects will expedite decision making and reduce costly project delays;
  - ii. Detailed constructability studies, evaluations of construction phasing, and developing options for procurement of materials is an efficient use of Design/Build resources and will result in cost and time savings. The contractor involvement at the inception of the project and leading the design will allow the project to stay within budget. As well, involvement in the design and constructability issues is also very efficient, and should enable thorough knowledge of the project and reduce the need for change orders or added costs during construction.
  - iii. The complexity of the project requires the skills of an experienced general contractor; and the use of the Design/Build procurement process will enable PCC to consider experience as part of the selection criteria;
  - iv. PCC expects to be able to take advantage of reduced architectural service fees as a result of the more streamlined Design/Build approach;

- v. It is common practice in the industry to construct projects of this nature on a Design/Build basis where detailed planning, scheduling, and sequencing is required by the owner, and
  - vi. Historically, the Design/Build process helps reduce the number of change orders because the contractor is the lead during the design and planning phases.
- f. Pursuant to ORS 279C.335 (2) (b) (A-N), the Board makes the following specific findings in support of the above-noted findings:
- (A) How many persons are available to bid;  
*Based on previous PCC Bond construction contracts it is reasonable to anticipate between five to seven of those firms would propose on the Rock Creek project.*
  - (B) The construction budget and the projected operating costs for the completed public improvement;  
*The construction budget is set forth above in the project description. Our buildings are designed to LEED standards and should substantially reduce long-term operating cost. This is one of the design goals of the project and having the contractor on board during at the beginning of the design phase will be a benefit to the development and constructability of the project.*
  - (C) Public benefits that may result from granting the exemption;  
*Bringing the Design/Builder on as the lead of the project and at the beginning of the design phase promotes an early team approach that leads to continuous value engineering and improved constructability review, resulting in an improved final design. This will reduce change orders and limit delays during the construction phase. This benefits the public through cost savings, provides "guaranteed" costs, and is more likely to result in timely delivery of the project.*

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

*Value engineering is a routine practice in public improvement projects regardless of procurement method. The Design/Build delivery method allows for the general contractor and subcontractors with specialized expertise and common project goals to lead the value engineering process during the design phase, resulting in a more effective and efficient process as compared to value engineering by change order to a completed design. The inherent flexibility and openness of the Design/Build process allows the College to more easily change the design and scope of work as necessary to meet the project budget before the final design is fixed. This is not something that the traditional bid process offers.*

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

*The RFP process allows for review of contractor expertise not afforded in traditional procurement.*

(F) Any likely increases in public safety:

*The Design/Build process will enhance public safety because PCC will be able to consider the safety record of the contractors selected. This will be important due to the compacted schedule and multiple things happening on the site at one time.*

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

*Design/Build contract allows for the District to engage in early work agreements that give more insight and site verification of unforeseen conditions to the Architects, Contractors and District, as well as expediting the construction schedule by starting early work during the design phase.*

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

*There will be no impact on the funding of this project due to utilization of the Design/Build process.*

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

*Because the Design/Build process appoints the general contractor at the beginning of the design, we are able to take advantage of market prices by facilitating early purchase of certain project elements, if needed. The essential added value of the Design/Build process is the real time market job costing from projects around the Portland market and the West Coast. This knowledge allows the GC and architect time to discuss the approach to less costly complementary or alternative items.*

*For example, the GC may provide early input that it is less expensive but equally advantageous. If the College bid this contract traditionally, after design completion, the College may not receive this timely cost saving input and would have to make an adjustment in the field, which would cost time and maybe only save a percentage of funds.*

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

*The Design/Build process will help deliver a successful Rock Creek project. One of the biggest advantages of the Design/Build method is the ability to coordinate all technical work before construction. Being able to apply best practices with the Design team, College and the Contractor will make for a better product within the budget constraints.*

*As already described above, the areas of technical complexity include:*

- 1. Multiple components of the project happening at one time*
- 2. Aggressive schedule to meet academic*

needs

3. *Budget constraints*
4. *Ability to meet Board goals for MWESB contracting*

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

*This project is a new building with some minor renovations to Building 2 that will be vacated when the programs are move out.*

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

*The improvement is a new building so it will be unoccupied during the construction. The renovation work in Building 2 will be occupied during the minor renovation.*

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

*There will be two phases, the new building and a second phase for the back-fill renovation.*

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

*The College's Procurement Department and Bond Program has department staff that have the necessary expertise with Design/Build to develop and utilize the proposed contracting method. The College's outside legal counsel, Miller Nash Graham & Dunn LLP has extensive experience with the Design/Build alternative contracting method.*

For these reasons, use of the Design/Build Alternative Contracting Method for the Rock

Creek EPG Building is likely to result in substantial cost savings as compared to use of the standard/bid/build process within the meaning of ORS 279C.335(2)(b).

RECOMMENDATION: That the Board of Directors, acting as the Local Contract Review Board for the College, adopt the findings presented and grant an exemption from competitive bidding for the Rock Creek EPG project. Also, that the use of a Design/Build process be authorized as the alternative contracting method for the project. Funding for this project will be from the 2017 Bond Program.

October 18, 2018

19-040

RESOLUTION TO APPROVE BOARD POLICY B602  
REVISIONS (SECOND READING)

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

FINANCIAL  
RESPONSIBILITY: Eric Blumenthal, Acting 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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October 18, 2018

19-041

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

PREPARED BY: Eric Blumenthal, Acting Vice President, Finance and Administration

FINANCIAL  
RESPONSIBILITY: Eric Blumenthal, Acting 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.

October 18, 2018

19-042

DELEGATE AUTHORITY TO DISTRICT PRESIDENT  
CONCERNING REAL PROPERTY MATTERS RELATED  
TO ACQUISITION OF PROPERTY IN COLUMBIA  
COUNTY

PREPARED BY:

Linda Degman, Director, Planning and Capital  
Construction

FINANCIAL:

Sylvia Kelley, Executive Vice President  
Mark Mitsui, College President

REPORT:

Board Policy B214 reserves to the Board the authority to "Approve the purchase or sale of real property". Board Policy B213 authorizes the District President to "subject to approval of the Board, conduct all aspects of real property transactions on behalf of the College."

The College's 2008 Bond Program calls for acquisition of property in Columbia County to construct and build a Columbia County Center. The Board has explored a number of options for the siting, content and operation of such a facility. It is currently considering an advanced manufacturing training center and has been focused on acquiring a site in and around the Scappoose Airport.

The college, with acknowledgement of the Board, has entered into a non-binding letter of intent with SPB Holdings, LLC to purchase approximately 17.25 acres for \$3,569,197.50. The site is just north of Wagner Court and east of West Lane Road. This location has easy access, the infrastructure is installed, and the site is ready to build on. As well, it is in close proximity to the OMIC Research and Development facility, with whom we have a close partnership.

RECOMMENDATION:

The Board finds that the acquisition and development of a College center in Columbia County is necessary to fulfill a commitment made as part of the 2008 Bond. The Board further finds that PCC's interests in enhancing access to education and workforce development opportunities in Columbia County is best served by the current proposed advanced manufacturing training center. The Board hereby delegates to the District

President or his designee the authority to negotiate the terms and conditions of and execute a binding agreement or to purchase property and all related documents necessary to close the transaction for the purposes of acquiring a site for the Columbia College Center. Funding for the property purchase is from the 2008 Bond Program.



# Board of Directors Goals 2018-2019

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 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

*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.*