



Board of Directors **Business Session**

November 15, 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
November 15, 2018
Rock Creek Campus
17705 NW Springville Road
Portland, OR 97229
AGENDA

- 4:00 PM **Work Session** Building 2, Room 111
- Contracting—Linda Degman and Mike Mathews
 - Tuition—Eric Blumenthal
 - SW Corridor—Linda Degman
 - OCCA—Denise Frisbee
 - ASPCC Update—Mohamad Karim
- 5:15 PM **Board Dinner** Building 9, Event Center A
- 6:15 PM **Executive Session** Building 2, Room 111
- In accordance with ORS 192.660 (2), in accordance with ORS 192.660 (2), (d) labor negotiation (e) real property transactions and (h) litigation
- 7:00 PM **Call to Order** Building 9, Event Center B/C
- Introductions
 - Approval of Minutes – October 15, 2018 (to be posted at later date)
 - Approval of Agenda
- 7:05 PM **Information Sessions**
- Rock Creek Update—Dr. Chris Villa (10 minutes)
 - 4th and Montgomery—Linda Degman (10 minutes)
 - Online Schedule Update—Dr. Katy Ho and Loraine Schmitt (10 minutes)
- 7:35 PM **Public Comment on Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)
- 7:40 PM **Business Session**
- Consent Agenda:** (All items will be approved by consent agenda unless an item is withdrawn by request of a member of the Board. A separate motion will then be required to take action on the item in question.)

<u>PERSONNEL</u>	<u>Page</u>
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	Academic Professional Appointments:
	Emily Hordes, Jobs and Internships Specialist

Office of the Dean of Student Development,
Southeast Campus
Luz Maciel Villarroel, Women's Resource Center
Program Coordinator II, Office of the Dean of
Student Development, Rock Creek Campus
Makerusa Porotesanao, Events Coordinator, College
Advancement

Administrative Appointments:

Sonya Bedient, Interim Associate Dean of Students,
Sylvania Campus, Office of the Dean of Student
Development, Sylvania Campus
Dawn Geoppinger, Contracts and Grants Manager,
Finance and Administration
Carrie Weikel Delaplane, Director of Apprenticeship and
Trades, Arts and Professions Division, Cascade
Campus
Naing Zaw-Tun, Banner Systems Analyst, Information
Technology

BIDS/CONTRACTS

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7:45 PM **Public Comment on Non-Agenda Items** (A sign-up sheet is on a
table at the entrance of the meeting room.)

7:50 PM **Reports** (5 minutes each)

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

8:15 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.

November 15, 2018

19-043

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– Emily Hordes

Jobs and Internships Specialist

Office of the Dean of Student Development, Southeast Campus

Annual Salary: \$44,448 @ .75 FTE Grade: 3 Step: 1

Effective: November 1, 2018

Education: Lewis and Clark College MA, Student Affairs Administration
University of Oregon BA, Sociology

Most Recent Experience: Art Institute of Portland
Career Services Advisor

Applicant Flow:

Gender

20 Female

5 Male

0 Not Disclosed

Ethnicity

0 American Indian or Alaska Native

3 Asian

2 Black or African American

1 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

5 Not Disclosed

1 Two or More Selections

13 White

25 Total

2. Academic Professional Appointment (Temporary)– Luz Maciel Villarroel

Women's Resource Center Program Coordinator II

Office of the Dean of Student Development, Rock Creek Campus

Annual Salary: \$50,709 Grade: 4 Step: 3

Effective: August 21, 2018 to February 20, 2019

Education: Oregon State University PhD, College Student Services
Administration
MS, Education

Most Recent Experience: Oregon College of Education BA, Secondary Education
Portland Community College
Spanish GED Coordinator (Adjunct Instructor)

Applicant Flow: Article 3.141 Direct Appointment

3. Academic Professional Appointment (Temporary)– **Makerusa Porotesanao**

Events Coordinator

College Advancement

Annual Salary: \$50,709

Grade: 4

Step: 3

Effective: September 10, 2018 to October 4, 2019

Education: Grand Valley State University

MS, Public Administration

BA, Public Administration

Most Recent Experience: Africa Bridge

Development Manager

Applicant Flow: Article 3.141 Direct Appointment

4. Administrative Appointment (Temporary) – **Sonya Bedient**

Interim Associate Dean of Students, Sylvania Campus

Office of the Dean of Student Development, Sylvania Campus

Annual Salary: \$95,643

Grade: M

Effective: October 21, 2018 to April 4, 2019

Education: Lewis and Clark College

MA, Counseling Psychology

Western Washington University

BA, Sports Psychology

Most Recent Experience: Portland Community College

Counselor

Applicant Flow: Direct Appointment

5. Administrative Appointment– **Dawn Geoppinger**

Contracts and Grants Manager

Finance and Administration

Annual Salary: \$80,500

Grade: K

Effective: October 15, 2018

Education: Syracuse University

MPA, Public Administration

Johns Hopkins University

MA, International Relations

University of Portland

BA, History

Most Recent Experience: University of Portland

Director of Foundation and Corporate Relations

Applicant Flow:

Gender

Ethnicity

12 Female

0 American Indian or Alaska Native

4 Male

3 Asian

0 Not Disclosed

2 Black or African American

0 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

1 Not Disclosed

0 Two or More Selections

10 White

16 Total

6. Administrative Appointment– **Carrie Weikel Delaplane**

Director of Apprenticeship and Trades
Arts and Professions Division, Cascade Campus

Annual Salary: \$97,423 Grade: K

Effective: October 23, 2018

Education: South Dakota State University MS, Counseling and Human
Resource Development
University of North Carolina BA, Geography

Most Recent Experience: Portland Community College
Associate Dean of Student Development

Applicant Flow:

Gender

Ethnicity

11 Female	0 American Indian or Alaska Native
14 Male	1 Asian
0 Not Disclosed	5 Black or African American
	1 Hispanic/Latino
	0 Native Hawaiian or Other Pacific Islander
	1 Not Disclosed
	1 Two or More Selections
	16 White
	25 Total

7. Administrative Appointment – Naing Zaw-Tun

Banner Systems Analyst
Information Technology

Annual Salary: \$88,567 Grade: J

Effective: October 21, 2018

Education: Portland State University MS, Software Engineering
University of Saskatchewan BS, Computer Science

Most Recent Experience: Portland Community College
Programmer Analyst II

Applicant Flow:

Gender

Ethnicity

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

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

Male	1
Female	6
Not Disclosed	<u>0</u>
	7

White	3
Black or African American	0
Asian	2
Hispanic/Latino	1
American Indian/Alaskan Native	0
Native Hawaiian/Pacific Islander	1
Two or More Selections	0
Not Disclosed	<u>0</u>
	7

November 15, 2018

19-044

AUTHORIZATION FOR PHASE 2 PROCUREMENT OF
CORE ACTIVE ELECTRONICS

PREPARED BY: John MacLean, Finance and Procurement Manager,
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: As a part of the 2017 Bond there is an initiative for Information Technology (IT) planning. One of the projects is to replace significant existing network infrastructure. The plan includes multiple phases. The first of these was the replacement of two core Juniper network switches at Sylvania in June 2018 (BA 18-109). The upgrade was successful in alleviating some network congestion. However, the remainder of the network infrastructure is nearing, or has reached, end-of-life status.

The second phase of the Core Active Electronics Project has two goals. The first is to replace the legacy second enterprise core at Cascade. Juniper switches will be procured from Structured. Structured is on a cooperative procurement contract, NASPO Data Communications contract (AR-229), which exempts the college from a competitive bid process per PCC-46-0400. The NASPO Data Communications contract expires May 31, 2019. Cost for the Juniper switches is \$1,399,099 plus 10% contingency of \$139,910 for a total of \$1,539,009.

The second is to pre-stage campuses and data center cores in preparation for additional network equipment replacement by expanding our network monitoring equipment. Apcon monitoring equipment will be procured through the Organization for Educational Technology (OETC) from Right Systems Inc. Right Systems Inc. is on a cooperative procurement contract, OETC-16R-APCON, which exempts the college from a competitive bid process per PCC-46-0400. The OETC contract with Right Systems Inc. expires

December 11, 2019. Cost for the Apcon equipment is \$220,050 plus 10% contingency of \$22,005 for a total of \$242,055.

RECOMMENDATION: That the Board of Directors approve the Phase 2 purchase of Juniper switches in the amount of \$1,399,099.00 plus a 10% contingency of \$139,910.00 for a total of \$1,539,009.00 from Structured, and the purchase of Apcon monitoring equipment in the amount of \$220,050.00 plus a 10% contingency of \$22,005.00 for a total of \$242,055.00 from Right Systems, Inc. Funding will come from 2017 Bond funds.

November 15, 2018

19-045

ACCEPT PROPOSALS AND AWARD CONTRACTS FOR
DISTRICTWIDE NETWORK DESIGN CONSULTANT

PREPARED BY:

John MacLean, Finance and Procurement Manager,
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:

With passage of the 2017 bond measure, Portland Community College (PCC) has a need to hire a qualified firm to provide districtwide Network Design Consulting to review and assist in designing a large network implementation project. The college seeks a firm that can provide advanced architecture and engineering expertise to produce a vendor-agnostic technical design in conjunction with Information Technology Network Infrastructure Services (NIS). The respondent will provide network architect-level expertise and experience in physical network configuration, network transport, wireless networking, and network security in a large enterprise environment. The college and the selected respondent will produce a comprehensive technical plan including written and drawn topology, vendor and VAR options, and resolution of key decision points.

On September 19, 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 thirty two (32) vendors registered and received a copy of the RFP document and six (6) plan centers. Of the thirty two (32) vendors, four (4) were Certification Office for Business Inclusion and Diversity (COBID) Certified firms. At the proposal closing time of 2:00 PM., October 17, 2018, the College received six (6) proposals. None of the proposers were COBID certified firms. The vendor proposals were evaluated based on their fees, project scheduling and coordination, firm background, experience of key personnel, COBID experience, costs and

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

<i>Firm</i>	<i>Score</i>
Structured	439
Enercon	411
Presidio	380
Century Link	303
VTech	257
NCA	244

Interviews: The committee members evaluated and scored each of the proposals based on firm's experience, collaboration, project approach, availability, fee structure and additional costs.

The scores from the proposal and interview phases were combined to generate the recommended proposer.

<i>Firm</i>	<i>Proposal</i>	<i>Interview</i>	<i>Total</i>
Enercon	411	336	747
Structured	439	271	710
Presidio	380	234	614

RECOMMENDATION:

That the Board of Directors accept the top proposal and award a contract to Enercon. The contract amount is \$168,000.00, plus 10% contingency of \$16,800.00 for a total of \$184,800.00 from bond funds. The term of the contract will be valid for two (2) years. Funding will be from 2017 Bond funds.

November 15, 2018

19-046

APPOINT BOARD OF DIRECTORS MEMBER FOR THE
BOARD AUDIT COMMITTEE

PREPARED BY: Jessica Johnson, Internal Auditor

APPROVED BY: Mark Mitsui, College President

REPORT: The PCC Board approved the creation of an Audit Committee of the Board of Directors by Resolution 10-065. According to the Board Audit Committee Charter, the Audit Committee is comprised of four members. Two members are members of the Board of Directors. Two members are citizens residing in the College District. One of the Board members on the committee shall be designated as Audit Committee Chair and the other shall be designated as Audit Committee Vice-Chair by Board resolution.

The PCC Board approved Directors Jim Harper and Valdez Bravo be appointed as Board Audit Committee members by Resolution 18-024, with Director Harper as Chair of the committee. Director Harper has resigned from the Audit Committee and another member of the board needs to be selected to serve as a committee member. The Board Chair and Vice Chair have considered the potential Board members for this assignment.

The PCC Board also approved citizens Peter Bauer and Annamarie McNiel be appointed as Audit Committee members by Resolution 18-059. This resolution does not change those citizen incumbents.

RECOMMENDATION: That Director Michael Sonnleitner be appointed as Vice Chair of the Audit Committee for a four-year term, or for the length of his tenure as a member of the Board of Directors if that tenure is less than four years, in accordance with the Audit Committee Charter, and that Director Valdez transition from Vice Chair to Chair of the committee.

November 16, 2018

19-047

APPOINTMENT OF DELEGATES TO ATTEND THE
ASSOCIATION OF COMMUNITY COLLEGE
TRUSTEES (ACCT) 2018 COMMUNITY COLLEGE
NATIONAL LEGISLATIVE SUMMIT IN WASHINGTON,
D.C. FROM FEBRUARY 10-13, 2019

PREPARED BY: Jeannie Moton, Executive Coordinator, Board of Directors

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 ACCT National Legislative Summit in Washington, D.C. from February 10-13, 2019.

RECOMMENDATION: That the Board of Directors appoints Mohamed Alyajouri, Denise Frisbee, Jim Harper and Mohamad Karim as delegates to represent the College at the ACCT National Legislative Summit.



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.