



Board of Directors **Business Session**

December 13, 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
December 13, 2018
Sylvania Campus
12000 SW 49th Avenue, Portland, OR 97219

AGENDA

- 4:00 PM **Executive Session** CC 233C
In accordance with ORS 192.660 (2), in accordance with ORS 192.660 (2), (f) Information Exempt from Public Disclosure (Attorney-Client Privilege), (h) litigation and (k) school safety
- 4:40 PM **Work Session** CC 233A and B
- Internal Auditor Update—Jessica Johnson (10 minutes)
 - External Auditor Update—Ken Kuhns (10 minutes)
 - Budget Development—Eric Blumenthal (10 minutes)
 - Board Goals/Strategic Calendar Check In—Kali Thorne Ladd (10 minutes)
 - Student Update—Mohamad Karim (5 minutes)
 - OCCA Update—Denise Frisbee (5 minutes)
- 5:30 PM **Board Dinner** CC Oak and Elm Rooms
- 6:30 PM **Call to Order—Business Session** CC 233A and B
- Introductions
 - Approval of Minutes—October 18, 2018 and November 15, 2018
 - Approval of Agenda
- 6:35 PM **Adjourn Business Session and Convene as Local Contract Review Board**
- Public Hearing on Exemption from Competitive Bidding in accordance with ORS 279C.335 (2) and (5)
 - Public Comment on Exemption from Competitive Bidding (A sign-up sheet is on a table at the entrance of the meeting room.)
- 6:45 PM **Adjourn Local Contract Review Board and Reconvene as Business Meeting**
- 6:45 PM **Information Sessions**
- Ken Kuhns and Company—Ken Kuhns (10 minutes)
 - Student Activity Fee—Mohamad Karim (15 minutes)

- Governor's Budget—Mark Mitsui (10 minutes)

7:15 PM **Public Comment on Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)

7:20 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.)

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	Academic Professional Appointments:	
	Stephania Fregosi, Sustainability Analyst, Finance and Administration	
	Morgan Johnson, Academic Advising Specialist, Academic Affairs	
	Administrative Appointments:	
	Juliette Anderson, Benefits Specialist, Human Resources, Office of the Executive Vice President	
	Nicole Booker, Program Manager I, Workforce Development and Continuing Education (Temporary)	
	Randolph Carter, Director of Campus Diversity / Multicultural Affairs, Office of the Campus President, Cascade Campus	
	Jose Esparza, Director, Hillsboro Center, Office of the Campus President, Rock Creek Campus	
	Laura Rivera, Facilities Support Services Manager, Finance and Administration (Temporary)	
	Andrew Roessler, Division Dean, Business, Applied Technology, World Languages, College Prep, Business, Applied Technology and College Prep Division, Rock Creek Campus	
	Anastasia Scheratski, Campus Custodial Services Manager, Finance and Administration	
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7:25 PM **Public Comment on Non-Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)

7:30 PM **Reports** (5 minutes each)

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

7:55 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

October 18, 2018
Sylvania Campus

BOARD MEETING MINUTES

ATTENDANCE

Mohamed Alyajouri, Valdez Bravo, Denise Frisbee, Jim Harper, Deanna Palm, Chair Kali Thorne Ladd, Michael Sonleitner and Jenn Aarens (for Mohamad Karim)

EXECUTIVE SESSION

The PPC Board of Directors met in executive session 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.

WORK SESSION

Director Thorne Ladd called the work session to order at 6:01. Information was provided on PERS bonding by Eric Blumenthal, Carol Samuels, and Randall Pozdena. Sylvia Kelley and Jeffrey Condit addressed concerns with the Design and Build resolution that will be approved later in the agenda. Denise Frisbee gave a brief update on OCCA and Jenn Aarens provided an update on the District Student Council.

CALL TO ORDER

Chair Thorne-Ladd called the business meeting to order at 7:04 pm

APPROVAL OF THE AGENDA

The agenda was approved as published. Frisbee/Palm

The August 23, 2018 meeting minutes were approved as published. Harper/Sonleitner

The September 20, 2018 meeting minutes were approved as published. Alyajouri/Palm

RECOGNITION

Oregon NASA Space Grant Recipients

President Mitsui recognized the students who received scholarships from the Oregon NASA Space Grant.

Presidential Student Interns

President Mitsui introduced the new Presidential Interns for 2018-2019, Anthony Schaw and Elsa Van Orman.

ADJOURN BUSINESS SESSION AND CONVENE AS LOCAL CONTRACT REVIEW BOARD

- Public Hearing on Exemption from Competitive Bidding in accordance with ORS 279C.335 (2) and (5)
- Public Comment on Exemption from Competitive Bidding
None

ADJOURN LOCAL CONTRACT REVIEW BOARD AND RECONVENE AS BUSINESS MEETING

INFORMATION SESSIONS

Oregon Manufacturing Industrial Center—Marc Goldberg., Associate Vice President of Workforce Development and Community Education and Chris Holden, Director of OMIC Associate Vice President Goldberg introduced Chris Holden who provided an update to the board on OMIC. The presentation included what OMIC is, why it is important, and what has been happening at OMIC. They also presented next steps and industry partners supporting the center. The PowerPoint can be found online.

Budget Discussions—Eric Blumenthal and Dina Farrell

To begin the budget discussions President Mitsui noted that we will be facing a critical year. We are getting started on creating a framework for budget development. We are reformatting BPAC so that it is as engaging and interactive as possible. We thought it would be helpful for the Board to hear where we are currently at in terms of possible scenarios.

Vice President Eric Blumenthal presented three budget scenarios for the Board consideration. The first is the base case scenario, this is a budget with no increase from the Governor's Office in the next biennium. We currently receive about \$570 million, PCC receives 33.7% of that funding. Two others cases we are looking at are if the CCSF is at \$600 million and \$647 million. The third case is the legislative ask of \$647 million with another \$70 million in student success and \$70 million for career technical education. These are the three models that will be discussed.

There will be a shortfall in all of these situations. Eric presented a spreadsheet detailing options for tuition increases, increase of funding/resources and any added expenses for PCC such as the minimum wage increase. These scenarios also address unmet needs.

We are planning for the \$570 million, but hoping for more than \$600 million from the state while remaining realistic. Chair Thorne Ladd asked if there would be a scenario in any circumstance where we would not have to increase tuition and see staff reductions. It would be hard-pressed to not have some service level and expense reductions. Chair Thorne Ladd noted this does underscore President Mitsui's message about how important this legislative session will be. There will be some hard choices to make.

President Mitsui noted that because of the way the state budget calendar is created, we have to make key decisions before we know how much funding we will be receiving. There are deadlines we have to meet on tuition because of the financial aid packaging deadlines. In addition to that, if we do layoffs there are deadlines for notification on those

as well. We have to make our best assumptions before we actually have the data that we need. Bargaining is another uncertainty for us when making these assumptions. By giving the board this information early key deadlines can be met and decisions can be made. Director Harper asked about deferred maintenance and how much funding would be set aside for that. Sylvia Kelley was called forward to comment and she explained how this issue would be addressed. Director Frisbee asked if there was a robust outreach communications plan for college stakeholders, faculty, staff and students. She noted this is a fairly dire set of scenarios and it really takes bringing this to people early on and discussing it with them, showing the reality of how this will be addressed. President Mitsui mentioned earlier the BPAC group.

The group was put on hiatus because of feedback received that the group wanted more engagement in the budget process. The Budget Planning Committee has been restructured to provide this engagement. Eric and Dina have been communicating with various groups. We will be scheduling a series of Town Halls across the district to communicate the budget scenarios, like the last biennium. A critical element to communicate is how important this session is. If we don't get an increase in our state budget, the consequences to that are significant. This is an important part of our communications plan. Dina noted that we are using the communications plan as an opportunity to make sure that we hear from people in terms of what they are suggesting for savings, what they are thinking about, what they are hearing about in terms of additional revenue opportunities. We are not looking at the state funding as our solution. We are in concert looking very hard at any savings and any revenue opportunities that we have. In addition to communicating the bad news we are using it as an opportunity to better plan for the future.

PUBLIC COMMENT ON AGENDA ITEMS

Vincent Blanco	Resolution 19-041 Adopt Policy B510 Regarding Reserve Funds within the General Fund (Second Reading)
Michele Marden	Resolution 19-041 Adopt Policy B510 Regarding Reserve Funds within the General Fund (Second Reading)

BUSINESS MEETING

Chair Thorne Ladd proposed approval of Resolutions 19-037 through 19-042.
Palm/Frisbee

Director Sonnleitner called for discussion on Resolution 19-041 Adopt Policy B510 Regarding Reserve Funds within the General Fund (Second Reading). He asked if approval was delayed on this item if there would be any disruptions to the college operations. President Mitsui noted that as we move forward with budget development, it is helpful to understand what the minimum fund balance would be for the next biennium in order to construct the budget. Identifying all assumptions now is most helpful. Chair Thorne Ladd followed up for clarification on meeting or exceeding the 18%. She asked if the fund exceeded the 18% marker, who would decide how the funds would be spent.

Vice President Blumenthal responded that in order to get the best sale of the bonds in the

next few weeks, it could mean that we wouldn't get the best price. Director Sonnleitner asked that if it was approved as it, could it be amended at next month's meeting. The issue seems to revolve around the wording or "one-time" funding.

Director Sonnleitner agreed that the policy should be approved as is, with a revisit in the future.

PUBLIC COMMENT ON NON AGENDA ITEMS

Toby Dittrich Faculty Professional Development

REPORTS

Students: Jenn Aarens
Classified: Vincent Blanco
Faculty and Academic Professionals: Michele Marden
Board Members
President

ADJOURNMENT

There being no further business, the meeting adjourned at 8:49 pm.

Kali Thorne Ladd, Chair

Mark Mitsui, College President

Prepared by:

Jeannie Moton, Executive Coordinator

Minutes approved on December 13, 2018.

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

BUSINESS SESSION

November 15, 2018
Rock Creek Campus

BOARD MEETING MINUTES

ATTENDANCE

Mohamed Alyajouri, Valdez Bravo, Denise Frisbee, Jim Harper, Deanna Palm, Chair Kali Thorne Ladd, Michael Sonleitner and Mohamad Karim

WORK SESSION

The work session was call to order at 4:00 pm by Chair Thorne Ladd. Director Frisbee and President Mitsui gave a brief update on the OCCA Annual Conference that was held last week at Sunriver. OCCA brought in a few speakers to address the group. Joe Watts emphasized data for equity based inquiries. Steve Brown discussed the impact of artificial intelligence. Director Frisbee also noted that the Board very engaged about budget request. Also discussed were the integration of federal benefits and campus safety and emergency planning. Legislative Day is December 13th.

Mohamad Karim invited Cheyenne Cleeton, Director, Student Programs and Events at Rock Creek to provide updates from the Rock Creek Campus. She noted that over a 1000 students attended the Harvest Festival held at Rock Creek last month. Their group is working with Washington County Sustainability Water and Recycling on several activities. Rock Creek ASPCC registered over a 1000 voters. A co-op is helping 700 students with social services ie, clothing, snacks, lunch vouchers, and emergency grants. Some departments are also contributing. The DSC approved the proposal for a student activity fee increase. The proposal will increase the fee by .25. DSC plans to present to the board next month

Acting Vice President for Finance and Administration, Eric Blumenthal, provided updates on the budget development process for the next Biennium FY19-21

Linda Degman, Mike Mathews and John Maclean provided information on how the College engages with MWESB contractor. They do outreach to the National Association of Minority Contractors (NAMC), Professional Business Development Group (PBDG), Oregon Tradeswomen, Inc., Oregon Assoc. of Minority Entrepreneurs (OAME). Finance is hiring a Diversity and Equity Outreach manager specifically for purchasing. They are working on ways to increase MWESB participation.

An update on the South West Corridor was given by Linda Degman. The City of Portland City Council approved resolution brought forth from SW corridor steering

committee. There was an approved route selection with some amendments such as shuttle system being an autonomous and possible on demand service.

EXECUTIVE SESSION

In accordance with ORS 192.660 (2), in accordance with ORS 192.660 (2), (d) labor negotiation (e) real property transactions and (h) litigation.

CALL TO ORDER

Chair Thorne-Ladd called the business meeting to order at 7:00 pm

APPROVAL OF THE AGENDA

The agenda was approved as published. Harper/Bravo

INFORMATION SESSIONS

Rock Creek Update—Dr. Chris Villa, Campus President, Rock Creek
Dr. Villa provided an overview of highlights from the Rock Creek community. They have expanded the YESS Committee at Rock Creek. The emphasis is on faculty professional development and student recruitment and onboarding. The goal is to align with the district YESS initiatives. They are in the process of forming three teams. They are also integrating Guided Pathways, Diversity, Equity and Inclusion and Data Technology into the RC plan.

Ignite a Culture of Innovation is leading a lot of work happening at Rock Creek. A new facility will be complete by 2020 and will house the Electric Power Generation (EPG) program. This is a program that is connected to Think Big with Caterpillar. This is in line with President's Mitsui's work plan to create jobs with higher living wages for our students. A PCC Alum Ryan Walker was the #1 ThinkBIG grad, he won a national award. We are proud of him. We have also been contacted by Pape Machinery to expand the number of students in our diesel technology program. As a result of the EPG program moving into the new building, we will have an opportunity to do this.

We are very happy that the Veterans Affairs audit is complete, and has cleared the way for Veterans to apply benefits in Aviation Science program. This was indeed a team effort.

The campus hosted the 2018 Hermanas Conference. This event exposes students to STEAM careers. There were over 200 students on campus. The Dream Resource Center is a very important part of the campus and they are working hard to continue funding for the center.

PCC is number 1 in the nation for community colleges for the sustainability campus index. This great work is done by everyone around the district.

He noted that the college community will work hard to align with President Mitsui's work plan.

A PowerPoint of his presentation can be found online.

4th & Montgomery—Linda Degman, Director; Debra Jarcho, Manager-Bond Technology Project; and Zahava Jones, Manager; Planning and Capital Construction

Health Professions planning conversations have been happening for a few years now due to the fact that programs at Sylvania were running out of space. After visiting several options to expand into PSU came to PCC with the idea of a shared space. They considered multiple site before landing on 4th and Montgomery. The funding is from the 2008 Bond Program. The total project cost: \$20.9M with \$8M from state/CCWD. Other partners include OHSU and the City of Portland. The location downtown provides better transit options for clients that are served by our dental programs. The four party agreement is signed and we have made the first payment on the project.

Next steps are to work on a condominium agreement, as we each will own our own floors when complete. Guiding principles were developed with all the partners. We will have an L-shaped site. We are building around a historic building. The transit is a big plus to this location. The presenters went over the floorplan.

SRG is the design team and Anderson Construction the general contractor. They both have a 20% MWESB goal. SRG is currently at 19.6% and Andersen is at 23%. This is an IPD Project.

There will be a Groundbreaking Ceremony in January with all the partners.

Online Schedule Update—Dr. Katy Ho, Vice President, Academic Affairs and Loraine Schmitt, Dean, Distance Education

This update will show how the work being done relates to the colleges strategic planning goals. The approach that they have been working on for the past few years really connects to Driving Student Success and Igniting a Culture of Innovation. It is really exciting to also see how this connects to the work being done with YESS, Achieving the Dream and strategic enrollment management. The student centered point of view really highlights the collaboration.

The annual planning guide for online courses is a tool available for online students online. The schedule includes 100's courses that the campuses are committed to offer for the year. This helps students plan a year at a time. The guide helps 1,000's of students each term. About 40% of the credit students take an online course, which works out to be about 24% of the FTE at PCC. Last year the online FTE was up 6%, this year it is flat. We knew that students would want this from the responses of a survey last fall.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS MEETING

Chair Thorne Ladd proposed approval of Resolutions 19-043 through 19-047.
Palm/Frisbee

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

Reports (5 minutes each)

Faculty and Academic Professionals: Jaime Rodriguez

Classified: Jeff Grider

Students: Mohamad Karim

Board Members

President

ADJOURNMENT

There being no further business, the meeting adjourned at 8:17 pm.

Kali Thorne Ladd, Chair

Mark Mitsui, College President

Prepared by:

Jeannie Moton, Executive Coordinator

Minutes approved on December 13, 2018.

December 13, 2018

19-048

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:

A. Approval of new hires, new positions and change of position

1. Academic Professional Appointment– **Stephania Fregosi**

Sustainability Analyst

Finance and Administration

Annual Salary: \$47,615

Grade: 3

Step 3

Effective: November 26, 2018

Education: Vermont Law School

MSEL, Environmental Law, Policy and
Planning

Oberlin College

BA, Environmental Studies, Spanish

Most Recent Experience: Chemeketa Community College
Sustainability Coordinator

Applicant Flow:

Gender

Ethnicity

16 Female

0 American Indian or Alaska Native

20 Male

4 Asian

4 Not Disclosed

0 Black or African American

2 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

4 Not Disclosed

3 Two or More Selections

27 White

40 Total

2. Academic Professional Appointment– **Morgan Johnson**

Academic Advising Specialist

Academic Affairs

Annual Salary: \$44,448

Grade: 3

Step: 1

Effective: November 8, 2018

Education: Bowling Green State University

MA, College Student Personnel

University of Northern Iowa

BA, Studio Art

Most Recent Experience: College Housing Northwest
Student Engagement Coordinator

Applicant Flow:

Gender		Ethnicity	
46	Female	2	American Indian or Alaska Native
28	Male	7	Asian
3	Not Disclosed	3	Black or African American
		10	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		7	Not Disclosed
		2	Two or More Selections
		46	White
		<hr/>	
		77	Total

3. Administrative Appointment– Juliette Anderson

Benefits Specialist – Human Resources

Office of the Executive Vice President

Annual Salary: \$46,607

Grade: F

Effective: December 2, 2018

Most Recent Experience: Portland Community College
Payroll Specialist

Applicant Flow:

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

4. Administrative Appointment (Temporary)– Nicole Booker

Program Manager I

Workforce Development and Continuing Education

Annual Salary: \$63,000

Grade: I

Effective: October 29, 2018 to July 21, 2019

Education: Warner Pacific Collage MS, Management of Organizational
Leadership
BA, Human Development

Most Recent Experience: Portland Community College
Education Coordinator

Applicant Flow: Direct Appointment

5. Administrative Appointment– Randolph Carter

Director of Campus Diversity / Multicultural Affairs

Office of the Campus President, Cascade Campus

Annual Salary: \$85,000

Grade: J

Effective: November 26, 2018
 Education: George Fox University MA, Teaching
 Portland State University BS, Science
 Most Recent Experience: National Association of Independent Schools
 Director of Diversity

Applicant Flow:
 Gender Ethnicity
 14 Female 0 American Indian or Alaska Native
 17 Male 2 Asian
 0 Not Disclosed 12 Black or African American
 5 Hispanic/Latino
 0 Native Hawaiian or Other Pacific Islander
 3 Not Disclosed
 1 Two or More Selections
 8 White
 31 Total

6. Administrative Appointment– Jose Esparza

Director, Hillsboro Center

Office of the Campus President, Rock Creek Campus

Annual Salary: \$91,500 Grade: M

Effective: December 4, 2018

Education: Gonzaga University MA, Organizational Leadership
 Washington State University BA, Comparative Ethnic Studies
 Wenatchee Valley College AA, Transfer

Most Recent Experience: Tualatin Hills Park and Recreation District
 Community Engagement Specialist

Applicant Flow:
 Gender Ethnicity
 27 Female 1 American Indian or Alaska Native
 34 Male 3 Asian
 6 Not Disclosed 3 Black or African American
 9 Hispanic/Latino
 1 Native Hawaiian or Other Pacific Islander
 10 Not Disclosed
 3 Two or More Selections
 37 White
 67 Total

7. Administrative Appointment (Temporary)– Laura Rivera

Facilities Support Services Manager

Finance and Administration

Annual Salary: \$93,000 Grade: K

Effective: January 7, 2019 to January 6, 2021

Education: Webster University MBA, Business
 Park University BS, Management

Most Recent Experience: Sonoma County Junior College District
 Director of Purchasing, Contracts and Graphics
 Applicant Flow: Direct Appointment

8. Administrative Appointment– Andrew Roessler

Division Dean, Business, Applied Technology, World Languages, College Prep
 Business, Applied Technology and College Prep Division, Rock Creek Campus

Annual Salary: \$91,179 Grade: N

Effective: October 29, 2018

Education: Oregon State University MEd, Adult Education
 University of Oregon BA, International Studies and Spanish

Most Recent Experience: Portland Community College
 Division Dean, Business, Applied Technology, World Languages,
 and College Prep (Interim)

Applicant Flow:

Gender

Ethnicity

26 Female	1 American Indian or Alaska Native
29 Male	6 Asian
1 Not Disclosed	2 Black or African American
	7 Hispanic/Latino
	1 Native Hawaiian or Other Pacific Islander
	6 Not Disclosed
	1 Two or More Selections
	32 White
	<hr/> 56 Total

9. Administrative Appointment– Anastasia Scheratski

Campus Custodial Services Manager
 Finance and Administration

Annual Salary: \$63,000 Grade: I

Effective: November 7, 2018

Education: Portage College Business Diploma

Most Recent Experience: Domik Inc
 Custodial Manager

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
	20 White
	<hr/> 35 Total

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN *December 13, 2018* PERSONNEL REPORT**

Male	4
Female	5
Not Disclosed	0
	<hr/> 9

White	4
Black or African American	2
Asian	1
Hispanic/Latino	2
American Indian/Alaskan Native	0
Native Hawaiian/Pacific Islander	0
Two or More Selections	0
Not Disclosed	0
	<hr/> 9

December 13, 2018

19-049

COMMENDATION OF RETIRING EMPLOYEE –
PAMALA JOY

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Pamala Joy has performed faithfully in her duties as a Clerk/Word Processor, Secretary, Employment Assistant, Employment Representative and IAA 3 for Portland Community College since March 14, 1988. She retires effective December 31, 2018.

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

December 13, 2018

19-050

ADD FUNDING SOURCE TO EXISTING AUTHORIZATION
FOR ELECTRONIC SECURITY SYSTEM MAINTENANCE
SERVICES

PREPARED BY: John MacLean, Finance and Procurement Manager,
Planning and Capital Construction

FINANCIAL
RESPONSIBILITY: Derrick Foxworth, Director, Public Safety
Linda Degman, Director, Planning and Capital Construction

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

REPORT: On June 21st 2018 BA 18-150 authorized the College to
enter into a contract with Aronson Security Group to provide
modification, programming, repair, testing and small
installation projects for the College Electronic Security
Systems.

The total anticipated expenditures were \$825,000 all from
the General Fund.

The College has determined that there are small installation
projects required across the District that would be
appropriate for funding from Bond proceeds.

There is no anticipated increase in the total expenditures
under the contract.

RECOMMENDATION: That the Board of Directors authorize the College to expend
Bond and General Fund against the current contract with
Aronson Security Group for Electronic System Maintenance.

December 13, 2018

19-051

AUTHORIZATION FOR HACKER ARCHITECTS TO
PROVIDE PLANNING AND PROGRAMMING SERVICES
FOR THE SYLVANIA CAMPUS ARCHITECTURAL AND
DESIGN SERVICES

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: On November 16th, 2017 BA 18-066 authorized the College to enter into a contract with Hacker Architects for architectural and design services at the Sylvania Campus for the 2017 Bond Program. The scope of work includes a complete modernization and renovation of the Health Technology (HT) Building, a comprehensive site improvement, safety and security, maintenance, and information technology upgrades.

The planning and design work was delayed to allow staff time to hire the CMGC contractor. The HT project is a complicated renovation and to ensure project success it is best to have both the designer and the contractor working closely from the beginning of the project.

This delay has allowed us time to work through the contract and put together an appropriate timeline and engagement plan with key stakeholders. Authorization is now needed to proceed with planning and programming services. The cost of this work is estimated to be \$616,855 and the expected duration is 26 weeks.

MWESB Note: As a reminder, Hacker Architects has 15 sub-consultants identified to be part of their team, which 12 of those are MWESB certified firms.

RECOMMENDATION: That the Board of Directors authorize Hacker Architects to provide planning and programming services for the Sylvania Campus. The cost for these services will be approximately \$616,855. All expenditures will be from the 2017 Bond Funds.

December 13, 2018

19-052

ADD FUNDING SOURCE FOR ROCK CREEK CAMPUS
BOILER REPLACEMENT

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: On April 19th 2018 BA 18-108 authorized the College to
enter into a contract with JH Kelly, LLC for the replacement
of the two existing boilers that service Buildings 1,2,3, and 6
at the Rock Creek Campus.

The total anticipated contract expenditures were \$2,418.661
all from the Capital Fund.

The College has now determined that the size and scope of
this project makes use of Bond funds the preferred funding
source. Expenditures incurred in prior fiscal years would be
left in the Capital Fund.

RECOMMENDATION: That the Board of Directors authorize the College to expend
Bond and Capital Funds against for the Rock Creek Boiler
Replacement Project.

December 13, 2018

19-053

ADOPT FINDINGS - GRANT AN EXEMPTION FROM
COMPETITIVE BIDDING - AUTHORIZE USE OF THE
DESIGN BUILD ALTERNATIVE CONTRACTING
METHOD FOR THE SYLVANIA CC ROOF PROJECT

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: The Sylvania Campus College Center (CC) building needs a full roof replacement ("CC Roofing Project"). It is past its life and there are some leaks and other issues that need to be addressed. The roof replacement is also challenging because there are several cell phone antennas and other mechanical equipment located on it. The roof is also very large and can only be done in the summer time when less students and staff are in the building. The building will have to remain open during the replacement because there are critical services in the building; such as food service and student services.

This project is planned as part of the 2017 Bond Program maintenance projects. The College has several critical needs related to the work going forward for the project:

- The timeline is schedule certain due to the impact of the building use
- Work will need to be coordinated with building users and after hours work
- Imperative that the work happens during a summer timeframe

For this project Staff recommends that the alternative Design/Build competitive 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 (OAR 137-049-0600 to 137-049-0690). A design/build alternative contracting process is authorized under OAR 137-049-0670. 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 CC Roofing Project is well suited to the Design/Build contracting procedure, because the CC Roofing Project is complex and will require careful planning and coordination of work happening on an occupied campus on an occupied building, including managing site access and utilities and logistics. 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 Designer-Builder's 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, Columbia County Center, and the Rock Creek DTSB project.

- 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 evaluation committee.
- 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 more efficient using under a Design/Build contract 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 more 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 costs 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 Sylvania Campus project.

(B) The construction budget and the projected operating costs for the completed public improvement;
We anticipate this form of contracting will provide a more competitive project and cost less. There will be operational savings once the project is complete because there will not be continued maintenance issues with the roof.

(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. Use of design-build will also help ensure that the CC Roofing Project will be completed in the summer when fewer persons are on campus and accessing the CC.

(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. The Source of funding will be the 2017 Bond.

(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 Sylvania 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 roof replacement on an existing occupied building.

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

The building has to remain occupied during the project and will require a high level of logistics and communication.

(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

We anticipate the work being complete in one phase, however, due to the complexities and potential unknowns working on an existing building and short time frame it may have to be completed over two summers.

(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 the Office of Planning and Capital Construction 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 Columbia County Project 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 Sylvania CC Roof Replacement project to authorize the use of a Design/Build alternative contracting method for the project. Funding for this project will be from the 2017 Bond Program.

December 13, 2018

19-054

GRANT AUTHORITY FOR SOLE SOURCE
ACQUISITION OF EAB NAVIGATE FOR STUDENT
SUCCESS MANAGEMENT SYSTEM SOFTWARE

PREPARED BY: Michael Mathews, College Purchasing Manager and
Jason Pinkal, Program Manager Advising Redesign and
Orientation

FINANCIAL
RESPONSIBILITY: Rob Steinmetz, Vice President Student Affairs

APPROVED BY: Mark Mitsui, College President

REPORT: The college has need to partner with a vendor that offers
Student Success Management System to support the
college's Advising Redesign Initiative.

A Student Success Management System (SSMS) is an enterprise level system that enables students, faculty, administrators, advisors, and other student support professionals to work together to guide students towards their graduation and employment goals. An SSMS supports this through integrated communication, case management, appointment management, new student on-boarding, early alert, academic planning, and registration tools.

The implementation of an SSMS would allow the college to move forward with the three primary goals/focus areas of the Advising Redesign Initiative: 1) Assigned Advising 2) Early Alert 3) Student Momentum Points/New Student Onboarding. The tool would also assist in realizing the college's goal of developing a holistic advising program through building capacity and building stronger connections between students and college services.

Additionally, an SSMS would be an integral part of building a foundation for guided pathways, gathering data to support strategic course scheduling, and provide functionality to support ease of enrollment and registration for students.

PCC staff determined that EAB Navigate is a current best fit to support our Advising Redesign Initiative goals, broader YESS Initiative priorities, alignment with college

partners in the Portland Metro Area, and provides the needed integration with critical related technology systems such as DegreeWorks. The research that lead to this conclusion included numerous vendor demonstrations, review from Gartner, feedback from regional partners, feedback from Achieving the Dream colleges, and discussions with data from the Ada Center.

Pursuant to the College Public Contracting Rule PCC-47-0275 (c) and ORS 279B.075 (2)(c) the College may enter into a contract without further competition for Goods or Services used in a pilot project. Extensive research of all known Student Success Management Systems was conducted. The combination and level of services and support provided through the EAB Navigate program are not available from any other known vendor. This pilot project will run the length of the initial contract term of 5 years. There are currently no certified MWESB firms registered with Oregon COBID that provide Student Success Management Systems.

RECOMMENDATION: That the Board of Directors grants authority to enter into a five year Pilot contract with EAB. Year 1 costs will include an annual fee of \$130,000, an implementation fee of \$50,000, and \$7,500 for travel and administrative expenses. Year 2 costs will include an annual fee of \$201,300, an implementation fee of \$22,500, and \$7,500 for travel and administrative expenses (increase in costs are due to the addition of EAB's Academic Planning and Registration tools to the contract). The annual fee for each year beyond Year 2 will increase by one percent and EAB will continue to invoice \$7,500 annually for travel and administrative expenses.

December 13, 2018

19-055

AUTHORIZATION FOR AODOCS APPLICATION
PLATFORM SOFTWARE

PREPARED BY:

Joe Cheng, Enterprise Architect, Information
Technology

FINANCIAL
RESPONSIBILITY:

Michael Northover, CIO, Information Technology

APPROVED BY:

Mark Mitsui, College President

REPORT:

This Board Resolution relates to enhancing the security and user functionality of PCC's existing Google GSuite products and improving the productivity of district wide staff by supporting and automating business processes that are key to the operation of the college.

We request Board approval for PCC to contract with Carahsoft for the AODocs Application Platform Software. This software will supplement our existing Google Drive and convert it into a secure Document Management and Workflow (business process management) platform for cross-silo continual improvement and learning organization development. Subsequent improvement in the efficiency and effectiveness of core business activities and access to data will be a key driver of student success.

The AODocs strategy drives staff productivity and mitigates the costs of purchasing 3rd Party "point solutions". Pilot programs have already automated Grants Office and CPAC processing – negating the need to purchase solutions for these business processes. Additional projects under discussion are Incident Tracking for the Risk Office, OEI Case Management Tracking, district wide Purchasing & Contracts Management – as well as several other departments in the pipeline. Additionally, secure document management is a key deliverable of PCC's Information Security program.

Cost savings from not acquiring 3rd Party grants and purchasing systems alone will offset the bulk of the

proposed investment. Additional planned projects will provide incremental ROI. There is also implicit ROI as business process automation increases staff productivity. Additional savings of about \$70K a year will be gained by planned retirement of existing legacy systems over the next two years. Finally, IT estimates savings of about \$50K a year in data storage hardware expansion as AODocs facilitates the migration of secure data to the Google cloud.

The AODocs Software Agreement is on the cooperative procurement contract: US Communities Network contract #4400001195 (RQ09-997736-42B). The Portland Community College Public Contracting rules exempts the college from the competitive bid process per PCC-46- 0400 (b) Permissive Cooperative Procurement. The State of Oregon Minority, Women and Emerging Small business vendor database does not include comparable vendors or AODocs resellers.

The request for this resolution is for four payments in three years: \$20,000 in fiscal year 19, \$80,000 and \$120,000 in fiscal year 20, and \$140,000 in fiscal year 2021.

RECOMMENDATION: That the Portland Community College Board of Directors authorize use of U.S. Communities Contract with Carahsoft for the AODocs Software agreement. Annual cost will be \$20,000, \$200,000 and \$140,000 for a total of \$360,000 for three years, funded through the General Fund.

December 13, 2018

19-056

AUTHORIZE NEW CONTRACT WITH CENTURYLINK

PREPARED BY: Troy Berreth, Director of Infrastructure Services,
Information Technology

FINANCIAL
RESPONSIBILITY: Michael Northover, CIO, Information Technology

APPROVED BY: Mark Mitsui, College President

REPORT: On August 18, 2018, PCC's telecom agreement with Time Warner/Level3 expired. This resolution is to enter a new 3-year co-term agreement to provide network and telecom services to Portland Community College.

Since the last Board Resolution, Time Warner was initially acquired by Level3 Communications, until recently when CenturyLink acquired Level3. Our current service is with CenturyLink. The new contract will continue with CenturyLink and it will have a co-term of 36 months.

The proposed contract uses a cooperative MICTA pricing agreement and therefore no RFP was necessary. In addition, there are no COBID vendors listed in the telecom space.

RECOMMENDATION: That the Portland Community College Board of Directors authorize the new contract with CenturyLink. The resolution will extend the contractual term through January, 2022. At the end of this contract, PCC will utilize an RFP to determine the next vendor and contract. Monthly recurring cost is \$92,664 and the total 3-year cost is \$3,335,904 – to be funded from the Utility Fund (budget management recently transferred to IT).

December 13, 2018

19-057

AUTHORIZE ELLUCIAN BANNER RENEWAL

PREPARED BY:

Greg Pitter, Director of Application Services,
Information Technology

FINANCIAL
RESPONSIBILITY:

Michael Northover, CIO, Information Technology

APPROVED BY:

Mark Mitsui, College President

REPORT:

Banner, by the Ellucian Corporation, is the Enterprise Resource Planning (ERP) application which holds and runs the data and processes of all of Portland Community College's administrative functions, ranging from human resources and finance to student enrollment and financial aid. PCC's existing multi-year contract with Ellucian for our Banner licenses and support has expired and must be renewed.

Ellucian's proposed terms provide some cost relief for longer contracts. A three-year contract provides PCC with some savings (estimated at \$37,500 over the course of three years) while preserving flexibility to consider alternative ERP platforms and architectures in the future.

Ellucian is the sole provider of the Banner ERP platform, and migrating platforms would require multiple years and significant investment of finances and staff time.

Regarding MWESB considerations: Because changing between Enterprise Resource Planning systems is a long and costly proposition, at this time it is necessary to stay with Ellucian as the sole provider of the Banner and related systems, meaning there is no opportunity for this contract to address MWESB factors. However, PCC is planning to conduct a comprehensive RFP process for a next generation ERP in 2019, during which MWESB considerations will be fully addressed.

RECOMMENDATION: That the Board of Directors approve the renewal of PCC's Banner contract for a period of three (3) years beginning at \$650,000 for the period of 2018-2019 and then increasing at 6% a year for the following two (2) years, for a total not to exceed \$2,000,000 over the license renewal period.

December 13, 2018

19-058

RESOLUTION FOR THE APPROVAL OF THE 2018-
2019 INTERNAL AUDIT PLAN

PREPARED BY: Jessica Johnson, Internal Auditor, Office of the Internal Auditor

APPROVED BY: Mark Mitsui, College President
Internal Audit Committee of the Board of Directors

REPORT: The International Standards for the Professional Practice of Internal Auditing require that a risk-based plan be established to determine the priorities of the internal audit function, consistent with the organization's goals. The accompanying 2018-19 Internal Audit Plan included in the 2017-18 Internal Auditor Report summarizes the annual risk assessment that the Internal Auditor conducted and outlines the projects that the Internal Auditor plans to perform from December 2018 through June 2019. This plan was reviewed with the Board Audit Committee on December 4, 2018. Completion of the plan will be monitored at Audit Committee meetings. The Audit Committee recommends the Board of Directors formally approve this plan.

RECOMMENDATION: That the Board of Directors approve the 2018-2019 Internal Audit Plan in Exhibit A.

Office of the Internal Auditor 2017-18 Internal Auditor Report

BACKGROUND

As outlined in the charter of the Board of Directors Audit Committee, the role of the Office of the Internal Auditor (OIA) is to support the mission and values of Portland Community College by providing independent, objective assurance and consulting services. OIA helps the college accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The charter directs that the Internal Auditor submit an annual report to the College President, to the Chair of the Audit Committee, and to the Board of Directors that summarizes the internal auditing activities of the previous year. The charter also directs that the Internal Auditor submit the annual audit plan for approval.

In accordance with the charter, the OIA presents the 2017-18 final progress report and the 2018-19 internal audit plan.

2017-18 FINAL PROGRESS REPORT

Service Area	Activity
Assurance	Conducted procurement card/purchase orders audit and made recommendations for improving documentation, training, procedures, and monitoring.
Consulting	Provided advisory services such as counsel, advice, facilitation, training and participation on committees. Issued management and advisory letters related to hiring practices and information security.
Investigative	Administered the PCC EthicsPoint (Navex) reporting system, and responded to complaints and hotline reports. Updated investigation procedures.
External Audit Coordination	Served as a liaison to the financial statement audit.
Internal Audit Management	Performed activities required to manage the internal audit function, including the annual risk assessment and audit plan, Audit Committee coordination, and outreach and communications.

2018-19 PROPOSED INTERNAL AUDIT PLAN

The 2018-19 internal audit plan was prepared based on the college-wide risk assessment performed by the OIA, which included input from the Board of Directors, management, and staff. The Internal Auditor met with over 45 PCC personnel and the external auditor to gather risk assessment information. Additionally, the Internal Auditor considered key background information, such as prior audits and risk assessments, existing audit requests, college initiatives, changes in systems or management, relative importance of operations, external audit focus, and industry trends.

19-058 Exhibit A
Portland Community College – 2017-18 Internal Auditor Report
December 13, 2018

Once the plan is finalized, OIA will use it to provide internal audit services for the period of December 2018 through June 2019. OIA will report on progress and discuss any necessary adjustments at the routine audit committee meetings.

The 2018-19 internal audit plan includes two consulting engagements, as well as investigative, follow-up, external audit coordination, and internal audit management services as shown below.

Service Area	Activity
Assurance	No specific assurance engagements planned. New Internal Auditor started at the end of September 2018. Focus for the remainder of the year to include on-boarding, building relationships, consulting, internal audit management activities, and further risk assessment.
Consulting	<u>Emergency Management Program Consultation</u> – In Q1 2018 PCC hired an Emergency Manager who, under the direction of the Public Safety Director, is responsible for managing the development, implementation and oversight of a college-wide, comprehensive, all hazards emergency management program to prepare for, respond to, and assist in directing the actions of the college community in the event of an emergency and to assist in guiding the continuity of operations and recovery. The objective of this engagement is to determine how the emergency management program is currently designed and identify opportunities for improvement by comparing to best practices.
	<u>Gramm-Leach-Bliley Act (GLBA) Consultation</u> – The Program Participation Agreement between PCC and the Department of Education states that PCC agrees to comply with the GLBA as outlined in 16 CFR Part 314. GLBA is designed to help ensure the security and confidentiality of customer records and information. Compliance with GLBA may be subject to audit during the 2019-20 fiscal year. The objective of this engagement is to provide feedback on the sufficiency of documentation for demonstrating compliance with GLBA, including documentation of a risk assessment and safeguards. Feedback may include information on best practices, as well as documentation methods used by other colleges.
	Serve on various committees in an advisory capacity.
	Respond to ad hoc questions and requests as needed.
Investigative	Administer the PCC EthicsPoint (Navex) reporting system.
	Serve as liaison and resource for external investigations.
Follow-Up	Follow up on open audit recommendations.

19-058 Exhibit A
Portland Community College – 2017-18 Internal Auditor Report
December 13, 2018

Service Area	Activity
External Audit Coordination	Serve as liaison for external audit services including contracted and regulatory-imposed audits. Serve in a consultative role as the college engages in the Request for Proposal (RFP) process for the external financial statement audit.
Internal Audit Management	Perform activities required to manage the internal audit function, including the annual risk assessment, audit plan, and final progress report, quality assurance and improvement program, Audit Committee coordination, outreach and communications, and benchmarking and metrics.



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.