



# Board of Directors **Business Session**

January 17, 2019

#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

January 17, 2019  
Sylvania Campus  
12000 SW 49<sup>th</sup> Avenue, Portland, OR 97219

## AGENDA

4:30 PM	<b>Work Session</b>	CC 233A and B
	<ul style="list-style-type: none"><li>• Bond Planning Update—Sylvia Kelley (15 minutes)</li><li>• OCCA/Legislative Update—Denise Frisbee and Emma Kallaway (20 minutes)</li><li>• Budget Update—Eric Blumenthal and Dina Farrell (20 minutes)</li><li>• DEI Committee Update—Mohamed Alyajouri and Dr. Michael Sonleitner (10 minutes)</li></ul>	
5:30 PM	<b>Board Dinner</b>	CC Oak and Elm Rooms
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—December 13, 2018</li><li>• Approval of Agenda</li></ul>	
6:45 PM	<b>Information Sessions</b>	
	<ul style="list-style-type: none"><li>• YESS Update— Dr. Rob Steinmetz and Dr. Katy Ho (10 minutes)</li><li>• Dashboard Update—Mark Mitsui (10 minutes)</li><li>• Tuition Update—Eric Blumenthal and Dina Farrell (20 minutes)</li></ul>	
7:25 PM	<b>Public Comment on Agenda Items</b>	(A sign-up sheet is on a table at the entrance of the meeting room.)
7:30 PM	<b>Business Session</b>	

**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

19-059	Approval of Personnel Actions– January 17, 2019.....	140
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### Academic Professional Appointments:

Celeste Dennis, Marketing Specialist/Content,  
College Advancement  
Cherise Frehner, Academic Advising Specialist, Office  
of the Dean of Student Development, Cascade  
Campus

Susan Godoy, TRIO Talent Search High School  
Advisor, Office of the Dean of Student  
Development, Rock Creek Campus  
(Temporary)

Maria Velazquez, Student Resource Specialist,  
Liberal Arts and Pre-College Division,  
Southeast Campus (NonGeneral Fund)

**Administrative Appointments:**

Robin Keillor, Director of Counseling Services,  
Student Affairs

Heidi VanBrocklin, FMS Communications Manager,  
Finance and Administration

**Retirees:**

19-060	Commendation of Retiring Employee – Martha Henning (25 years) .....	144
19-061	Commendation of Retiring Employee – Michael Marciniak (19 years) .....	145
19-062	Commendation of Retiring Employee – Kathleen McMullen (3 years) .....	146
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**BIDS/CONTRACTS**

19-066	Award Contract for Progressive Design Building Services for Rock Creek Dealer Services Technology Building .....	150
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**BOARD**

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19-071	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 .....	157

7:40 PM

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

- 7:45 PM      **Reports** (5 minutes each)
- Faculty and Academic Professionals
  - Classified
  - Students
  - Board Members
  - President
- 8:10 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](mailto: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, Oregon 97280

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

**BOARD MEETING MINUTES**

**ATTENDANCE**

Valdez Bravo, Denise Frisbee, Jim Harper, Chair Kali Thorne Ladd,  
Michael Sonnleitner and Mohamad Karim

**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. (f) Information Exempt from Public Disclosure (Attorney-Client Privilege), (h) litigation and (k) school safety

**WORK SESSION**

The work session was called to order at 4:47 pm by Chair Thorne Ladd. Internal Auditor Jessica Johnson gave an annual report to the board. She presented a PowerPoint with details of last year's audit and upcoming plans. President Mitsui commended Jessica for her hard work. Eric Blumenthal introduced Ken Kuhns from Kuhns and Company to discuss the external audit of the college. He confirmed that the records kept by PCC staff were accurate and clean. He assessed that PCC complies with all state and federal laws. They found no weaknesses in the internal controls. Interim Vice President Eric Blumenthal provided an update on the budget work happening. A PowerPoint was presented for discussion. He covered the Community College Support Fund from the Governor's Office. The budget is being created with principles in place. The college has started the process earlier this year than in the past. Interim Vice President Blumenthal presented a few scenarios. Cabinet is working to close the \$15.7 million gap using the base budget scenario. Chair Thorne Ladd referenced the board priorities and the annual strategic calendar. Student Board Member Mohamad Karim discussed the proposed increase to the student activity fee. Director Sonnleitner gave a brief update on the Diversity, Equity and Inclusion committee of the board.

**CALL TO ORDER**

Chair Thorne-Ladd called the business meeting to order at 6:30 pm.

**APPROVAL OF THE AGENDA**

The agenda was approved as published. Sonnleitner/Harper

The October 18, 2018 meeting minutes were approved as published. Bravo/Harper

The November 15, 2018 meeting minutes were approved as published. Harper/Bravo

## **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)

Linda Degman provided background on the process and the reasoning for the request.

Public Comment on Exemption from Competitive Bidding  
None

## **ADJOURN LOCAL CONTRACT REVIEW BOARD AND RECONVENE AS BUSINESS MEETING**

### **INFORMATION SESSIONS**

Ken Kuhns and Company—Ken Kuhns

Mr. Kuhns noted that PCC has earned the best rating on an audit that can be earned. He noted that the College complies with State of Oregon rules that include all financial records, contracts, laws, federal funding and policies.

Student Activity Fee—Mohamad Karim, Chair, District Student Council and Teri Fane, Student Body President, Cascade Campus

Ms. Fane provided background information on the Student Activity Fee and who and what it serves. A PowerPoint was presented to the board with a proposed increase. Director Sonleitner complemented the two presenters on their process.

Governor's Budget—Mark Mitsui, College President

President Mitsui gave the Board of Directors an overview of the news coming out of the Governor's Office. The base budget and the investment budget are two scenarios. The base budget could cause us to raise tuition 35% and the investment budget could alleviate this.

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

None

### **BUSINESS MEETING**

Chair Thorne Ladd proposed approval of Resolutions 19-048 through 19-058.  
Harper/Bravo

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

Simon Jarwosky: Department Funding

### **Reports**

Students

Mohamad Karim, Chair, District Student Council

Classified  
Jeff Grider, President, Classified Federation

Faculty and Academic Professionals  
Frank Goulard, President, FFAP

Board Members  
Director Harper remarked that the Senior Studies Institute event last week was a great event. These are the folks training to be ambassadors. They are a great resource for PCC.

Director Sonnleitner noted it seems the media is neglecting that last Monday was National Human Rights Day.

Director Bravo noted yesterday was International Health Care Day.

President  
President Mitsui noted that faculty member Kim Smith was a keynoter for a United Nations education conference in the Philippines. He thanked Linda Degman for continuing conversation around housing. Chair Thorne Ladd got a standing ovation for her Dear Oregon letter at the Oregon Leadership Summit last week. He attended Dan Saltzman retirement event last week, as Dan was a past board member. He thanked all that attended the President's Circle event. Adult Attainment Committee now has a goal equivalent to 40-40-20. Recently had a visit from the ATD coaches, great work is being done all over the district.

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 7:28 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 January 17, 2019.



January 17, 2019

19-059

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 – Celeste Dennis

Marketing Specialist/Content

College Advancement

Annual Salary: \$50,709

Grade: 4

Step: 3

Effective: January 7, 2019

Education: Boston College

BS, English

Most Recent Experience: Of Note Magazine  
Editor

Applicant Flow:

Gender

Ethnicity

33 Female

0 American Indian or Alaska Native

18 Male

3 Asian

5 Not Disclosed

0 Black or African American

3 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

7 Not Disclosed

1 Two or More Selections

42 White

56 Total

2. Academic Professional Appointment– Cherise Frehner

Academic Advising Specialist

Office of the Dean of Student Development, Cascade Campus

Annual Salary: \$67,164

Grade: 3

Step: 13

Effective: December 6, 2018

Education: Portland State University

MA, TESOL

Brigham Young University

BA, Linguistics

Most Recent Experience: Portland Community College  
Academic Advising Specialist

Applicant Flow:

Gender

Ethnicity

38 Female

0 American Indian or Alaska Native

23	Male	5	Asian
1	Not Disclosed	4	Black or African American
		6	Hispanic/Latino
		1	Native Hawaiian or Other Pacific Islander
		4	Not Disclosed
		2	Two or More Selections
		40	White
		62	Total

3. Academic Professional Appointment (Temporary)– Susan Godoy

TRIO Talent Search High School Advisor

Office of the Dean of Student Development, Rock Creek Campus

Annual Salary: \$47,615 Grade: 3 Step: 3

Effective: December 7, 2018 to June 20, 2019

Education: Portland State University MS, Higher Education Administration  
University of Oregon BA, Business Administration

Most Recent Experience: Portland Community College  
CAMP Director (Casual)

Applicant Flow:

Gender

Ethnicity

28	Female	0	American Indian or Alaska Native
7	Male	0	Asian
1	Not Disclosed	4	Black or African American
		8	Hispanic/Latino
		1	Native Hawaiian or Other Pacific Islander
		4	Not Disclosed
		1	Two or More Selections
		18	White
		36	Total

4. Academic Professional Appointment (NonGeneral Fund)– Maria Velazquez

Student Resource Specialist

Liberal Arts and Pre-College Division, Southeast Campus

Annual Salary: \$46,004 @ .5 FTE Grade: 3 Step: 2

Effective: January 2, 2019

Education: Portland State University BA, Liberal Studies  
Portland Community College AA, General Studies

Most Recent Experience: Portland Community College  
Student Resource Specialist

Applicant Flow:

Gender

Ethnicity

14	Female	0	American Indian or Alaska Native
6	Male	1	Asian
1	Not Disclosed	0	Black or African American
		3	Hispanic/Latino
		1	Native Hawaiian or Other Pacific Islander

4	Not Disclosed
3	Two or More Selections
9	White
<hr/>	
21	Total

5. Administrative Appointment – Robin Keillor

Director of Counseling Services

Student Affairs

Annual Salary: \$105,000

Grade: N

Effective: January 9, 2019

Education: Arizona State University

PhD, Counseling Psychology

MC, Counseling

University of Texas

BA, Psychology

Most Recent Experience: Pacific University  
Director, Student Counseling Center

Applicant Flow:

Gender

Ethnicity

6 Female

0 American Indian or Alaska Native

5 Male

0 Asian

0 Not Disclosed

1 Black or African American

1 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

1 Not Disclosed

0 Two or More Selections

8 White

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11 Total

6. Administrative Appointment– Heidi VanBrocklin

FMS Communications Manager

Finance and Administration

Annual Salary: \$61,354

Grade: I

Effective: December 21, 2018

Education: University of Phoenix

MA, Secondary Education

Western Washington University

BA, Exercise Science/Sports

Psychology

Most Recent Experience: Portland Community College  
FMS Communications Project Specialist

Applicant Flow:

Gender

Ethnicity

2 Female

1 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

	1	Two or More Selections
	1	White
	<hr/>	
	3	Total

**ETHNIC AND GENDER DESCRIPTION OF STAFF  
PROPOSED TO BE HIRED IN *January 17, 2019* PERSONNEL REPORT**

Male	1
Female	5
Not Disclosed	0
	<hr/>
	6

White	4
Black or African American	0
Asian	0
Hispanic/Latino	2
American Indian/Alaskan Native	0
Native Hawaiian/Pacific Islander	0
Two or More Selections	0
Not Disclosed	0
	<hr/>
	6

January 17, 2019

19-060

COMMENDATION OF RETIRING EMPLOYEE –  
MARTHA HENNING

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Martha Henning has performed faithfully in her duties as a Full-time Faculty in the Comp & Lit department for Portland Community College since September 1, 1993. 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.

January 17, 2019

19-061

COMMENDATION OF RETIRING EMPLOYEE –  
MICHAEL MARCINIAK

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Michael Marciniak has performed faithfully in his duties as Full-time & Part-time Faculty for the Mathematics department for Portland Community College since September 09, 1999. He retires effective December 14, 2018.

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

January 17, 2019

19-062

COMMENDATION OF RETIRING EMPLOYEE –  
KATHLEEN MCMULLEN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Kathleen McMullen has performed faithfully in her duties as a Manager, Transportation & Parking Services for Portland Community College since April 6, 2015. 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.

January 17, 2019

19-063

COMMENDATION OF RETIRING EMPLOYEE –  
KAREN PRUITT

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Karen Pruitt has performed faithfully in her duties as a Buyer for Portland Community College since February 13, 1980. She retires effective December 27, 2018.

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



January 17, 2019

19-064

COMMENDATION OF RETIRING EMPLOYEE –  
JOHN SHAW

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: John Shaw has performed faithfully in his duties as Full-time & Part-time Faculty for the Trades Extension department for Portland Community College since July 1, 1997. He retires effective December 31, 2018.

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

January 17, 2019

19-065

COMMENDATION OF RETIRING EMPLOYEE –  
NANCY ROBERTS

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Nancy Roberts has performed faithfully in her duties as a Research Technician for Portland Community College since September 01, 1999. She retires effective January 31, 2019

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

January 17, 2019

19-066

AWARD CONTRACT FOR PROGRESSIVE DESIGN  
BUILDING SERVICES FOR ROCK CREEK DEALER  
SERVICES TECHNOLOGY BUILDING

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: The Rock Creek Dealer Services Technology Building (DSTB) will house the Electric Program Generation Program (EPG) that the Rock Creek Campus was approved to start in 2017. This building will support workforce training programs to provide highly trained technicians for current and future industry needs. The estimated total project cost is \$5 million.

On October 18<sup>th</sup> through BA 19-039 the Board adopted the finding, granted an exemption, and authorized the use of the design/build alternative contracting method for the DSTB project. With this method our contract is with the general contractor and the design firm works for the contractor. All of the sub-consultants and sub-contractors are brought on at a later date through a comprehensive selection process.

On October 24<sup>th</sup>, 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 sixty four (64) contractors and architects registered and received a copy of the RFP document along with nine (9) plan centres. Of these sixteen (16) were MWESB firms. At the proposal closing time of 2:00 PM November 16<sup>th</sup>, 2018, the College received two (2) proposals. The contractor proposals were evaluated based on experience, overall project and schedule, subcontracting plan, social responsibility approach and fee structure.

<b>Contractor:</b>	<b>Points:</b>
Fortis Construction	528
Robert Evans Company	520

Both vendors were selected to move on to the oral interview.

Total points for submitted proposals and oral interviews

<b>Contractor:</b>	<b>Written:</b>	<b>Oral:</b>	<b>Total:</b>
Robert Evans Company	520	546	<b>1066</b>
Fortis Construction	528	535	1063

MWESB – Neither general contractor is a certified MWESB. However, both contractors partnered with an MWESB design firm. Robert Evans Company has partnered with CIDA who are a certified WBE. As part of the RFP we asked the firms how they would meet PCC's goals of 20% MWESB utilization on this project. Robert Evans has committed to working with the College to meet that goal.

The cost for preconstruction services is \$89,468. Once the design phase is complete we will come back to Board for approval of the Guaranteed Maximum Price (GMP) through construction.

**RECOMMENDATION:** That the Board of Directors authorize PCC to negotiate a contract for the planning and design of the DSTB with the Robert Evans Company and approve the preconstruction services in the amount of \$89,468. Funding will be from the 2017 Bond.

January 17, 2019

19-067

AUTHORIZATION TO INCREASE STUDENT  
TECHNOLOGY FEE FOR FY20/FY21

PREPARED BY: Michael Northover, CIO, Information Technology

FINANCIAL RESPONSIBILITY: Michael Northover, CIO, Information Technology  
Loraine Schmitt, Dean, Online Learning

APPROVED BY: Eric Blumenthal, Interim Vice President, Finance and Administration  
Mark Mitsui, College President

REPORT: This Board Resolution relates to increasing the Student Technology Fee for the next biennial budget cycle in order to maintain critical student-facing services at PCC. This request is based on analysis by an internal staff committee, the "Tech Fee Task Force" and subsequent review and input from the District Student Council. It has also been reviewed by Cabinet.

The Tech Fee Task Force was comprised of administrative staff members from areas funded by the Student Tech Fee. These included IT, online learning, library services, disability services and academic affairs. The history, finance and service aspects of the Tech Fee were reviewed with a student-focused and equitable lens. Some key discoveries were:

- PCC Tech Fee has not been raised in 12 years, despite escalating use and cost of technology at the college
- PCC Tech Fee is in the bottom third related to other Oregon Community colleges
- The Tech Fee budget for the current biennium is significantly below funding needed to maintain basic services across all departments

The Task Force made two recommendations:

- The Tech Fee should be increased \$0.80, from \$4.50 per credit to \$5.30 per credit for the upcoming biennium *in order to adequately fund currently supported services*

- The Tech Fee Task Force should be reconstituted in 2019 with a broader based college membership including faculty and students *in order to re-evaluate the strategic purpose of the fee*

Task Force findings were reviewed with the District Student Council, who voted to support this proposal in December 2018.

In summary, the Student Tech Fee funds core student-facing services at PCC. These include: classroom support services, classroom computer replacements, online learning platform, open computer lab student support services, accessibility technologies, library checkout laptops, student-facing software, etc. However, the Tech Fee has not kept pace with the increased costs of these services and they are significantly under-funded for even baseline service levels.

**RECOMMENDATION:** That the Portland Community College Board of Directors authorize the approval of an increase to the Student Technology Fee for the FY20/FY21 biennium of \$0.80 per credit hour. This will increase the fee from \$4.50 to \$5.30.

January 17, 2019

19-068

AUTHORIZATION TO INCREASE STUDENT  
ACTIVITY FEE FOR FY20/FY21

PREPARED BY: District Student Council

FINANCIAL  
RESPONSIBILITY: Eric Blumenthal, Interim Vice President, Finance and  
Administration

APPROVED BY: 2018-2019 District Student Council  
Deans of Student Development  
President's Cabinet  
Mark Mitsui, College President

REPORT: The Student Activity Fee (SAF) is used to fund all  
Associated Students of Portland Community College  
student governments, the Diversity Retention Centers,  
the Legislative Internship Program, emergency grants,  
all four campus food pantries, and much more.

In addition, increasing minimum wage professional staff  
salaries and benefits, and a continuing enrollment  
decline, the Student Activity Fee is not adequate. In  
addition to increased costs of maintaining these vital  
programs, there is a greater need for student  
resources. The District Student Council wants to  
support the programs and resources that contribute to  
equitable student success including a permanent  
funding to the Dreamer's Resource Center.

In summary, the District Student Council recommends  
an increase of \$.25 to the Student Activity Fee for the  
next Biennium FY20/FY21 in order to meet the needs  
of programs and services that support equitable  
student success. This will increase the fee from \$3.15  
to \$3.40 per credit hour.

RECOMMENDATION: That the PCC Board authorizes the approval of an  
increase to the Student Activity Fee for the FY20/FY21  
biennium of \$.25 per credit hour, effective Summer  
2019.

January 17, 2019

19-069

ADOPTION OF OCCA BOARD POLICY SERVICES

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

FINANCIAL  
RESPONSIBILITY: Mark Mitsui, College President

APPROVED BY: Mark Mitsui, College President

REPORT: Oregon Community College Association recently made services to manage board policy available for a fee to Oregon Community Colleges. The service is a comprehensive collection of board policies and administrative procedures to facilitate compliance with Oregon and Federal statutes and NWCUU Standards. PCC has invested in the service.

With the adoption of these services there will be a need for staff to perform an audit of current policies. Along with this audit, staff would like to also change the current numbering system to match what is suggested by OCCA. This will be a benefit when updates and additions are made to the framework by OCCA. We will be better equipped to make any updates and changes efficiently.

Any changes to existing policies will come before the board for the required two readings at future meetings.

RECOMMENDATION: That the Board of Directors approved the adoption of the OCCA Board Policy Services and permit staff to change the numbering system for current board policies.



January 17, 2019

19-070

BP 1100 NAMING OF PORTLAND COMMUNITY  
COLLEGE (FIRST READING)

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

APPROVED BY: Mark Mitsui, College President

REPORT: Upon adoption of Resolution 19-069, the first order of business with the Board Policy Services is to name the college with an official policy. Upon examining past records, there is no official record for the naming of Portland Community College, therefore BP1100 is being proposed for a first reading:

In accordance with ORS 341.415, Portland Community College has been named Portland Community College.

The name is the property of Portland Community College. No person shall, without the permission of the Board of Education, use this name or the name(s) of any campuses or other facilities of Portland Community College, or any abbreviation of them, to imply, indicate, or otherwise suggest that an organization, product, or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, Portland Community College.

Portland Community College consists of the following college(s) and education center(s):

Cascade Campus-PCC  
CLIMB Center for Advancement  
Columbia County  
Downtown Center  
Hillsboro Center  
Newberg Center  
Portland Metropolitan (PMWTC)  
Southeast Campus-PCC  
Swan Island Trades Center  
Sylvania Campus-PCC  
Rock Creek Campus-PCC  
Willow Creek Center

RECOMMENDATION: That the Board of Directors approve the first reading of BP 1100 to officially name Portland Community College.

January 17, 2019

19-071

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 Valdez Bravo (and possibly Deanna Palm) as a delegate 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.*