



Board of Directors **Business Session**

May 16, 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
May 16, 2019
Southeast Campus
2305 SE 82nd Avenue
Portland, OR 97216

AGENDA

- 4:00 PM **Work Session** Tabor 144
- PCC BIG Give Day—Ann Prater and Christina Kline (5 minutes)
 - Housing—Linda Degman (10 minutes)
 - Budget Update—Eric Blumenthal (10 minutes)
 - Recognition for Dr. Jessica Howard—Mark Mitsui (5 minutes)
- 4:30 PM **Board Dinner** Library 207/216
- Guests: Employer Partners Winner
- 5:30 PM **Call to Order** Community Hall
- Introductions
 - Approval of Minutes – April 18, 2019
 - Approval of Agenda
- 5:35 PM **Recognition**
- Employer Partner Winners
 - All Oregon Academic Team
- 5:55 PM **Information Sessions**
- Southeast Campus Update—Josh Peters-McBride (10 minutes)
 - Student Success—Dr. Rob Steinmetz and Dr. Heather Lang (20 minutes)
 - Facilities Plan Update—Rebecca Ocken (10 minutes)
- 6:35 PM **Public Comment on Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)
- 6:40 PM **Business Session**

Consent Agenda: (All items will be approved by consent agenda unless an item is withdrawn by request of a member of the Board. A separate motion will then be required to take action on the item in question.)

<u>PERSONNEL</u>	<u>Page</u>
19-102 Approval of Personnel Actions—May 16, 2019	228
Academic Professional Appointments:	

Alycia Kearns, Academic Advising Specialist, Office of
Dean of Student Development, Sylvania Campus
Tina Parrott, Online Learning Scheduling Coordinator,
Academic Affairs

Windy Wahlke, Professional Development and Training
Program Coordinator, CLIMB Center for
Advancement

Faculty Appointments:

Po-Chin Cheng, Instructor, Computer Information
Systems, Business and Computing Division,
Sylvania Campus

Debi Cozzoli, Instructor, Psychology, Liberal Arts and
Pre-College Division, Southeast Campus

Retirees:

19-103	Commendation of Retiring Employee – Virginia Christian (12 years)	231
19-104	Commendation of Retiring Employee – John Maurice (25 years)	232

BIDS/CONTRACTS

19-105	Progressive Design Building Services for Columbia County Oregon Manufacturing Innovation Center (OMIC)	233
19-106	Award Contract for External Evaluation Services for Grant-Funded Programs	235

6:45 PM **Public Comment on Non-Agenda Items** (A sign-up sheet is on a
table at the entrance of the meeting room.)

6:50 PM **Reports** (5 minutes each)

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

7:15 PM **Adjournment**

The Board of Directors meetings are held in accordance with open meeting laws and accessibility requirements. If a person with a disability needs assistance in order to attend or participate in a meeting, please notify the Board of Director's Office at least 48 hours in advance by calling (971) 722-4365 or by email at boardresolutions@pcc.edu. A sign-up sheet for those who wish to offer comments or testimony on any item will be available at the entrance of the meeting room.

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

BUSINESS SESSION
April 18, 2019
Sylvania Campus
12000 SW 49th Avenue, Portland, OR 97219

BOARD MEETING MINUTES

ATTENDANCE

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

WORK SESSION

The Board of Directors met in a work session for updates on the college budget, staffing, vacancy in Zone 5, and OCCA. There was also a brief update regarding the District Student Council Mission Statement being updated.

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. Palm/Frisbee

The March 21, 2019 meeting minutes were approved as published. Sonnleitner/Frisbee

RECOGNITION

Chair Thorne Ladd made a special recognition to Commissioner Dan Saltzman.

ADJOURN BUSINESS SESSION AND CONVENE AS LOCAL CONTRACT REVIEW BOARD

The Board of Directors held a Public Hearing on Exemption from Competitive Bidding in accordance with ORS 279C.335 (2) and (5). Jeff Condit and Linda Degman provided an update to the board on the processes and benefits on using the exemption process for complex projects

Public Comment on Exemption from Competitive Bidding
None

ADJOURN AS LOCAL CONTRACT REVIEW BOARD AND CONVENE AS COLLEGE BUDGET COMMITTEE

The Board of Directors held a Public Hearing to Approve the Proposed Budget for FY 2019-2021 Biennium in accordance with ORS 294.406 (1). Eric Blumenthal provided a

few updates regarding the budget and process. Mark Mitsui, Eric Blumenthal and Dina Farrell reviewed the proposed budget with the board members.

Public Comment on Proposed Portland Community College 2019-2021 Biennium Budget
None

Non-Consent Agenda: (Vote will be by poll of the Board of Directors)

Motion to approve 19-091 Approval of the Portland Community College Proposed Budget and the Property Tax Levies for the 2019-2021 Biennium Harper/Palm

Roll Call Vote:

YES Alyajouri, Bravo, Frisbee, Harper, Ladd, Palm, Sonnleitner

NO: None

ADJOURN COLLEGE BUDGET COMMITTEE AND RECONVENE BUSINESS SESSION

INFORMATION SESSIONS

SW Corridor: Director Denise Frisbee and Linda Degman, Director, Planning and Capital Construction

Minority Women Owned Emerging Small Business (MWESB): Linda Degman, Mike Matthews, Linda Niman, Tyrone Henry and John Maclean

Legislative Update: Mark Mitsui

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS MEETING

Chair Thorne Ladd proposed approval of Resolutions 19-092 through 19-101.
Sonnleitner/Palm

Chair Thorne Ladd called for a motion to declare the Zone 5 Board of Directors seat vacant as of June 30, 2019. Director Bravo has moved out of his zone and therefore will need to resign as of June 30, 2019. Frisbee/Bravo Motion Passes.

PUBLIC COMMENT ON NON AGENDA ITEMS

CAWT: Tony Griener

REPORTS

Students: Mohamad Karim

Faculty and Academic Professionals: Frank Goulard

Classified: Jeff Grider

Board Members

President

ADJOURNMENT

There being no further business, the meeting adjourned at 9:02 pm.

Kali Thorne Ladd, Chair

Mark Mitsui, College President

Prepared by:

Jeannie Moton, Executive Coordinator

Minutes approved on May 16, 2019

May 16, 2019

19-102

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 – Alycia Kearns

Academic Advising Specialist

Office of Dean of Student Development, Sylvania Campus

Annual Salary: \$44,448

Grade: 3

Step: 1

Effective: April 21, 2019

Education: San Jose State University

BA, Linguistics

Modesto Junior College

AA, Foreign Languages

Most Recent Experience: Portland Community College

Academic Advising Specialist (Career Development)

Applicant Flow:

Gender

Ethnicity

74 Female

1 American Indian or Alaska Native

39 Male

9 Asian

3 Not Disclosed

9 Black or African American

9 Hispanic/Latino

2 Native Hawaiian or Other Pacific Islander

14 Not Disclosed

6 Two or More Selections

66 White

116 Total

2. Academic Professional Appointment– Tina Parrott

Online Learning Scheduling Coordinator

Academic Affairs

Annual Salary: \$54,319

Grade: 4

Step: 5

Effective: April 11, 2019

Education: University of Montana

BS, Wildlife Biology

Portland Community College

AAS, Gerontology

Most Recent Experience: Portland Community College

Online Learning Schedule Coordinator (Temporary)

Applicant Flow:

Gender

Ethnicity

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

5. Faculty Appointment– Debi Cozzoli

Instructor, Psychology

Liberal Arts and Pre-College Division, Southeast Campus

Annual Salary: \$58,244 Step: 4

Effective: September 1, 2019

Education: University of California, Santa Barbara PhD, Psychology
Dominican University of California BA, Psychology

Most Recent Experience: Portland Community College
Instructor, Psychology (Temporary)

Applicant Flow:

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

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN MAY 16, 2019 PERSONNEL REPORT**

Male	1
Female	4
Not Disclosed	0
	<hr/>
	5

White	3
Black or African American	0
Asian	1
Hispanic/Latino	0
American Indian/Alaskan Native	0
Native Hawaiian/Pacific Islander	0
Two or More Selections	1
Not Disclosed	0
	<hr/>
	5

May 16, 2019

19-103

COMMENDATION OF RETIRING EMPLOYEE –
VIRGINIA CHRISTIAN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Virginia Christian has performed faithfully in her duties as Coordinator, Resource Program II for Portland Community College since November 5, 2007. She retires effective May 1, 2019.

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

May 16, 2019

19-104

COMMENDATION OF RETIRING EMPLOYEE –
JOHN MAURICE

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: John Maurice has performed faithfully in his duties as Technical Specialist III, Manager, Server Administration and LRC Instructional Computing Analyst for Portland Community College since May 24, 1994. He retires effective April 30, 2019.

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

May 16, 2019

19-105

INCREASE CONTRACT AMOUNT FOR PROGRESSIVE
DESIGN BUILDING SERVICES FOR COLUMBIA COUNTY
OREGON MANUFACTURING INNOVATION CENTER
(OMIC).

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: OMIC is a world-class collaborative environment bringing together industry, higher education and government in partnership to develop new tools, techniques and technologies to address near-term manufacturing challenges through applied research and advanced technical training. PCC will be building a new center in Columbia County as part of OMIC to train apprentices in advanced manufacturing.

On May 17th, 2018, per Board Resolution BA18-112, the Board of Directors authorized the College to enter into a contract with Mortenson Construction for a not to exceed fee of \$892,525 to provide preconstruction through detailed design services for the OMIC building in Scappoose. This fee was based on 25,000 Gross Square Feet (GSF) building, a completion date of May 2020, and a project budget of \$9M.

During the programming phase of the project it became apparent that a larger and more complex building was needed to house all three programs. The bonds sold for the 2017 bond program were sold at a premium resulting in extra funds being available. Combining a portion of these funds with unused contingency from the 2008 bond program enabled the college to increase the project budget to \$24M and the building size to 32,000 GSF. The target completion date has been moved out to September 2020.

As a result of the increased in scope and size the Design/Build Contractor (Mortenson Construction) has requested an increase in their fee to complete the detailed design phase of the project. The requested increase is \$573,610 which will result in a new not to exceed design fee of \$1,466,135. P&CC staff met with Mortenson to review the proposed change and agree that this request is reasonable.

COBID: The project is in the design phase and Hennebery Eddy Architects (HEA) has a utilization of 57.9% for COBID firms.

RECOMMENDATION: That the Board of Directors authorize PCC to execute an amendment to the contract with Mortenson Construction for \$573,610. Board approval will be requested when the proposed Guaranteed Maximum Price for construction is established. Funding will be from Bond funds.

May 16, 2019

19-106

AWARD CONTRACT FOR EXTERNAL EVALUATION
SERVICES FOR GRANT-FUNDED PROGRAMS

PREPARED BY: Kim Copley, Buyer/Contract Specialist, Purchasing

FINANCIAL
RESPONSIBILITY: Vanessa Wood, Director, Grant Development
Sylvia Kelley, Executive Vice President

APPROVED BY: Mark Mitsui, College President

REPORT: The College has a need to contract with qualified suppliers to serve as external evaluators for largescale multi-year grant proposals to federal agencies (such as the US Department of Education, US Department of Labor, and the National Science Foundation), and state, local, and private entities, on a requirements basis. The estimated cost for external evaluation services will exceed the \$150,000 threshold, requiring the Board of Directors approval (B505).

On February 22, 2019, the Request for Proposals (RFP) was advertised in the Daily Journal of Commerce, State of Oregon Procurement Information Network (ORPIN), and the PCC solicitation website. A total of forty four (44) vendors registered and received copies of the RFP. By the deadline of March 14, 2019 at 2:00 P.M., the College received eight (8) proposals. These proposals were reviewed and evaluated by the committee members based on the following criteria: vendor qualifications, experience, scope, plan and approach, and pricing.

Vendors	Points (100 Max)
Corporation for a Skilled Workforce	94.94
Education Northwest	82.89
Gibson Consulting Group, Inc	73.29
Hezel Associates	84.13
Pacific Research & Evaluation	97.67
RMC Research	88.13
Social Policy Research Association	83.81
Thomas P. Miller	81.19

Master Personal Services Agreements will be issued to the following seven (7) firms: Corporation for a Skilled Workforce; Education Northwest; Hezel Associates; Pacific Research & Evaluation; RMC Research; Social Policy Research Association; Thomas P. Miller.

MWESB Statement: Six (6) MWESB certified firms were notified. Master Personal Services Agreements will be awarded to the two (2) certified firms that responded: RMC Research Corporation and Thomas P. Miller. Both are Small Disadvantaged Businesses.

RECOMMENDATION: That the Board of Directors authorize the use of Master Personal Services Agreements for the provision External Evaluation Services for Grant-Funded Programs. The agreements will cover an initial five (5) year period with the option to renew for five (5) additional one (1) year periods. The anticipated annual cost is \$60,000.00 for a five (5) year total not to exceed \$300,000.00. The funding will come from the grant award. External evaluation costs are included in the grant budget submitted with the application.



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.