



Board of Directors **Business Session**

June 27, 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
June 27, 2019
Sylvania Campus
12000 SW 49th Avenue, Portland, OR 97219

AGENDA

- | | | |
|---------|--|---------------|
| 4:30 PM | Work Session | CC 233A and B |
| | <ul style="list-style-type: none">• Legislative Update—Emma Kallaway (15 minutes)• Dashboard—Mark Mitsui (15 minutes)• OCCA Update—Denise Frisbee (5 minutes)• Student Update—Mohamad Karim (5 minutes) | |
| 5:30 PM | Reception | PAC Lobby |
| 6:00 PM | Board Dinner | PAC Lobby |
| 7:00 PM | Call to Order—Business Session | CC 233A and B |
| | <ul style="list-style-type: none">• Introductions• Approval of Agenda• Approval of Minutes-May 16, June 10, and June 20, 2019 | |
| 7:05 PM | Recognition | |
| | <ul style="list-style-type: none">• Governance Finance Officers Association• National Institute for Staff and Organizational Development• Sam Brooks, Community Leader and PCC Partner• Board Service Appreciation for Valdez Bravo, Deanna Palm and Kali Thorne Ladd | |
| 7:30 PM | Adjourn as Business Session and Convene as College Budget Committee | |
| | <ul style="list-style-type: none">• Adopt the Supplemental Budget for the FY 2017-2019 Biennium in accordance with ORS 294.463-473• Adopt the proposed Budget for FY 2019-2021 Biennium in accordance with ORS 294.456• Review of Proposed Budget – Mark Mitsui and Eric Blumenthal• Public Comment | |

Approval: **Non-Consent Agenda:** Vote will be by poll of the Board of Directors

19-107	Resolution Adopting the Portland Community College Supplemental Budget for the 2017-2019 Biennium, Authorizing Transfers Between Appropriation Units, Categories and Funds; Use of Contingency Funds; And Changes in Total Budget Authority in accordance with ORS 294.463-473.....	237
19-108	Resolution Adopting the Portland Community College Budget for the 2019-2021 Biennium Commencing July 1, 2019, Making Appropriations and Determining and Declaring Ad Valorem Tax Levies in Accordance with ORS 294.456.....	248

7:50 PM **Adjourn College Budget Committee and Reconvene Business Session**

7:50 PM **Information Sessions**

- Sylvania Campus Update—Dr. Lisa Avery (10 minutes)
- Educational Advisory Committee—Josephine Pino (20 minutes)

8:20 PM **Public Comment on Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)

8:25 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>
19-109	Approval of Personnel Actions— June 27, 2019.....	255
	Academic Professional Appointments:	
	Caroline Bartlett, Program Coordinator, Campus Outreach and Advocacy Project (VOCA), Student Affairs (Temporary)	
	Carolina Blanco, Employment Specialist, Workforce Development and Continuing Education (NonGeneral Fund)	
	Gloria Bryant, Online Student Services Coordinator, Academic Affairs	
	Lena Leksunkin, Financial Aid Coordinator, Student Affairs	
	Rick Maas, Academic Advising Specialist, Health Professions, Early Childhood Education and Physical Education Division, Sylvania Campus	
	John Whitford, Resource Program Coordinator III, Office of the Dean of Student Development, Cascade Campus (Temporary)	

Administrative Appointments:

Mike Arnold, Financial Systems Application Manager,
Finance and Administration

Eric Blumenthal, Vice President for Finance and
Administration, Finance and Administration

Tricia Brand, Chief Diversity Officer, Office of the
College President

Heather Lang, Dean of Student Success, Student
Affairs

Heather Lang, Interim Vice President of Student
Affairs, Student Affairs (Temporary)

Andrew Lattanner, Oregon Manufacturing Innovation
Center (OMIC) Training Director, Workforce
Development and Continuing Education

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BOARD

19-130	Appointment of Delegates to Attend the Association of Community College Trustees (ACCT) 2019 Community College Annual Leadership Congress in San Francisco, CA from October 16-19, 2019.....	287
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19-133	Commendation of State Senator and 2016 PCC Diamond Alum Jackie Winters	296
19-134	Commendation of Community Partner and Supporters Sam and Margaret Brooks	298

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

19-135	Appointment of a Board Member to Fill the Vacancy in Zone 5 in Accordance with ORS 341.335(3) for the Remainder of the Term through June 30, 2021	299
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8:30 PM

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

8:35 PM

Reports (5 minutes each)

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

9:00 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
May 16, 2019
Sylvania Campus
12000 SW 49th Avenue, Portland, OR 97219

BOARD MEETING MINUTES

ATTENDANCE

Valdez Bravo, 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, starting at 4:09 pm, for updates on PCC Give Big Day, housing, the budget, and Dr. Jessica Howard was thanked for her service to PCC.

CALL TO ORDER

Chair Thorne-Ladd called the business meeting to order at 5:36 pm.

APPROVAL OF THE AGENDA

The agenda was approved as published. Harper/Bravo

The April 18, 2019 meeting minutes were approved as published. Palm/Sonnleitner

RECOGNITIONS

All Oregon Academic Team: Part of the Phi Theta Kappa (PTK) Honor Society program. PTK annually partners with the Oregon Community College Association and other institutions of higher learning to recognize and award high achieving community college students and their academic excellence. Students from PCC's All State Academic Team were honored at the statewide event at Chemeketa, to be recognized here with certificates of achievement. The students recognized:

Sucdi Ahmed
Sarah Krajewski
Luke Christensen
Mohamad Karim

Kavi Kien
Cornel Stocia
Maria Hands Ruz
Nishant Shrestha

Emad Baghaei
Nina Armstrong
Michael Kevin

Employer Partner Awards: This is the 2nd year PCC is presenting these awards, used to highlight strong employer partners across the college's district. There are three categories for these awards.

- Small Business Category we recognize Northwest Compounders
 - Recognized for having partnered with PCC's Career Pathway for more than eight years, providing opportunities for Healthcare Bridge, Healthcare

Careers, and pharmacy technician students.

- Government/Non-Profit Category we recognize Centro Cultural
 - Recognized for consistently supporting PCC in all facets of higher education for non-traditional and first-generation college students, hosting summer STEM events, offering Arts & Culture, Civic Leadership & Advocacy, Community Wellness, Prosperidad Economic Empowerment and Youth Development services.
- Large Business Category we recognize Vigor Industrial
 - Recognized for supporting Career Pathways and apprenticeship training at the Swan Island Trades Center, serving on a PCC advisory committee, and offering work-based learning opportunities for our students.

INFORMATION SESSIONS

Southeast Campus Update—Josh Peters McBride, Interim Dean of Students at Southeast
As in prior years and similar to what takes place at other PCC campuses, Southeast operates within a framework designed to create continuous improvement. This framework is our campus plan and supports the college priorities. This year it is primarily focused on the YESS work of President Mitsui's YESS plan (Yes to Equitable Student Success). The YESS work is focused on building a foundation for Guided Pathways, continuing and deepening our commitment to diversity, equity and inclusion, focusing on data and our capacity around data, and increasing enrollment. Southeast has created an infrastructure to facilitate YESS work on campus by creating a Leadership Council composed of leaders from all academics and student affairs units and a student representative; it is co-led by Christina Shafer and Samm Erickson.

Examples of Southeast Student Affairs retention and completion strategies. Counseling: Perform targeted outreach to ABE/GED and gateway RD/WR/MTH students; Student Life and Leadership: Create more evening club programming and increase student awareness and service re: Panther Pantry (usage up over 400% from last year); Multicultural Center: Institutionalize Brother-to-Brother program; partner with MESA program to engage in targeted outreach to men of color to engage in STEM programs; provide class raps in math and writing courses; Queer Resource Center: Initiate LGBTQ scholarship workshops and provide pronoun trainings for tutors and faculty; Career Exploration Center: Create advising referral form (result: referrals up 15%); strengthen support of CTE programs.

YES to Student Success—Dr. Rob Steinmetz and Dr. Heather Lang

YESS Focus Areas include: build a foundation for Guided Pathways, continue PCC's commitment to Diversity, Equity and Inclusion, increase data and technology capacity, and implement a strategic enrollment management plan.

There have been and will be a number of events to promote YESS. The first YESS Summit April 19, 2019, All YESS Teams Meeting May 17, 2019, Achieving the Dream Coaches will visit June 5-6, 2019, YESS Team and Steering Committee, Campus YESS Teams, YESS Data Team, YESS Communications Team, YESS Initiative Committees for the 16 goals set forth (Guided Pathways, Advising Redesign, etc.).

Strategic Enrollment Management (SEM) Initiatives include prospect management -

recruitment, marketing, technology; enrollment services - process and communications and enrollment advisors; onboarding - advising and registration sessions and EAB Navigate (a student centered, self-service onboarding tool).

Five YESS metrics to be used: pass rates for high enrolling courses, number of credits completed at benchmarks, percentage of attempted credits completed, student retention fall-to-winter and fall-to-fall, and student completion after 3-years and 6-years.

Guided Pathways is a framework, a set of best practices that represents a holistic approach for students to navigate college and complete at higher rates and ideally reduce debt. The focus is on supporting student success in four major practice areas: mapping pathways to student end goals, helping students choose and enter a program pathway, keeping students on path, and ensuring that students are learning. PCC joined Cohort B for Guided Pathways implementation with the Oregon Student Success Center. The continued work of Guided Pathways includes three major goals this fall: (1) Broad engagement with faculty and advisors for process to identify how programs will be organized, (2) Transitioning workgroups to Phase II of Guided Pathways work, (3) Merging of faculty work with Advising Redesign work - Early Alert, etc.

Facilities Plan Update—Rebecca Ocken

In an effort to be more intentional and thoughtful about gathering data across the college, we saw an opportunity to take an integrated approach. We wanted to support the college's strategic and academic plans that focus on building opportunities for equitable student success. Phase I is essentially an existing conditions assessment. Phase II, which will begin in Fall 2019, will be a visioning exercise for the campuses and centers in the PCC district and determine future development capacity. In Phase I, we created eight work groups that conducted site visits and held meetings with internal PCC stakeholders and specialists to collect data. The chairs of each work group met monthly to review information and coordinate workflow. The findings were then shared with an internal steering committee that was supported by a project management task force.

Next steps in Facility Planning include: enhance the findings from Phase I with an assessment of ADA Barrier Removal, development of Safety and Security Standards, and continued Space Utilization assessment, particularly in support spaces such as offices, meeting rooms, and resource centers. Begin Phase II work by conducting visioning exercises for each campus to better understand growth capacity in conjunction with academic programming needs. Continue a collaborative and coordinated approach to project work as demonstrated throughout facilities planning. Continue to integrate Critical Race Theory in capital project work through broad outreach efforts and explore how CRT informs policy and design decisions at the college.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS MEETING

Chair Thorne Ladd proposed approval of Resolutions 19-102 through 19-106. Bravo/Palm

PUBLIC COMMENT ON NON AGENDA ITEMS

Jaime Rodriquez

Thanked President Mitsui, Director Palm, and Marc Goldberg for coming out on Sunday, March 17 for a round table discussion about higher education funding. Back in the Fall he addressed the potential layoffs affecting Metro. He wanted to make note that it will not be anywhere near as detrimental as previously thought. Staff are being reassigned or fit into other positions. As of July 1, he will be leaving PCC and Workforce Development for a position as President of AFT (American Federation of Teachers) Oregon.

Vincent Blanco, Labor Relations Specialist with AFT Oregon

Our employees at Metro didn't believe that equity existed with them. In September they were wondering if they would have food on their plate. Thank you to members of HR and Workforce Development including Jackie Sandquist, Karol Ford, Kelly Schwartz, Maria Cenicerros, Lisa Bledsoe, Cheryl Belt, and Pam Hester. Through their hard work and collaboration with our employees to help them experience equity at PCC. This is just the beginning of what can happen when you have labor relations work together.

REPORTS

Students: Mohamad Karim

He announced the new 19-20 District Student Council Executive Team, including Claire Rood and Hannah Alzgal.

Faculty and Academic Professionals: Frank Goulard

April 25-27, 2019 was the statewide math conference of community colleges, where great ideas and pedagogies were shared; April 30th was the SAC in-service day; the next weekend was the AFT Oregon Convention held in Sunriver, which had a good turnout including a number of senators and representatives; HECC Funding and Achievement Subcommittee meeting Wednesday May 8th; and this week our local has been hosting campus meetings with full-time and part-time faculty at the different campuses and facilities.

Classified: Jeff Grider

Attended the YESS Summit; the Classified Federation met to discuss alternatives to layoffs with various college representatives and received responses from those which are being discussed; there were two large events, one of which was classified specific - a meeting of American Federation Teachers of paraprofessionals and school-related personnel (PSRP), and the AFT Oregon Convention, where multiple PCC employees maintain positions within the organization. The Annual Classified Retreat is June 19th, which includes the local annual elections.

Board Members

Valdez Bravo announced that due to a change of address he will no longer be serving Zone 5 as a board member.

President

President Mitsui announced that Dr. Rob Steinmetz was selected as the next president of a regional college in Connecticut and this was his last board meeting. Dr. Heather Lang is

stepping in as the Interim Vice President of Student Affairs. President Mitsui also introduced Tricia Brand as the new Chief Diversity Officer. He thanked Chair Kali Thorne Ladd for moderating a panel at the Western Pathways Conference. He and a career pathways PCC graduate Gabby Boon also participated. The Big Give Day will be June 4th and 5th, the goal is to raise \$58,000.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:32 pm.

Kali Thorne Ladd, Chair

Mark Mitsui, College President

Prepared by:

Jeannie Moton, Executive Coordinator

Minutes approved on June 27, 2019.

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

BUSINESS SESSION
June 10, 2019
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 Mohamed Alyajouri

EXECUTIVE SESSION

Chair Thorne Ladd called an Executive Session to order at 1:00pm in accordance with
ORS 192.660 (2), (f) Information Exempt from Public Disclosure (Attorney-Client
Privilege).

CALL TO ORDER

Chair Thorne-Ladd called the business session to order at 1:25 pm. The business
session was called to interview six candidates for the Board Zone 5 position being
vacated by Valdez Bravo. The board narrowed the candidates to two, to be interviewed
one final time on June 20, 2019.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:00 pm.

Kali Thorne Ladd, Chair

Mark Mitsui, College President

Prepared by:

Jeannie Moton, Executive Coordinator

Minutes approved on June 27, 2019.

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

BUSINESS SESSION
June 20, 2019
Sylvania Campus
12000 SW 49th Avenue, Portland, OR 97219

BOARD MEETING MINUTES

ATTENDANCE

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

CALL TO ORDER

Chair Thorne-Ladd called the business session to order at 7:00 pm. The business session was called to interview the two finalists for the Board Zone 5 position being vacated by Valdez Bravo.

Dan Saltzman was the first to be interviewed. He answered questions from the Chair and Vice Chair.

Ian Beaty was the second interviewee. He also fielded the set questions from the Chair and Vice Chair.

The board members deliberated the two finalists. A roll call vote will be conducted at the June 27, 2019 Board of Directors meeting.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:56 pm.

Kali Thorne Ladd, Chair

Mark Mitsui, College President

Prepared by:

Jeannie Moton, Executive Coordinator

Minutes approved on June 27, 2019.

June 27, 2019

19-107

RESOLUTION ADOPTING THE PORTLAND
COMMUNITY COLLEGE SUPPLEMENTAL BUDGET
FOR THE 2017-2019 BIENNIUM, AUTHORIZING
TRANSFERS BETWEEN APPROPRIATION UNITS,
CATEGORIES AND FUNDS; USE OF CONTINGENCY
FUNDS; AND CHANGES IN TOTAL BUDGET
AUTHORITY IN ACCORDANCE WITH 294.463-473

PREPARED BY: Dina Farrell, Interim Associate Vice President, Finance

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

Mark Mitsui, College President

REPORT: In June 2017, the District adopted a biennial budget based on estimated fund balances and labor negotiation results. Staff now finds it necessary to present a supplemental budget to adjust the FY17-19 Adopted Budget for changes related to labor negotiations, finalization of the annual audit, changes in State of Oregon community college allocations and other minor adjustments. Further, this resolution adjusts the FY17-19 Adopted Budget for the sale of full faith and credit pension bonds in accordance with Board Resolution 18-155 and 18-155A along with the related debt service.

The changes presented are necessary to ensure compliance with the requirements of Sections 294.463 (Transfer of appropriations within fund or between funds) and 294.471/294.473 (Supplemental Budgets) of the Oregon Revised Statutes. This budget amendment will not require an additional tax levy.

RECOMMENDATION: Staff recommends the Board of Directors, acting as the College Budget Committee, approve this Resolution to amend the Biennial Fiscal Year 2017-19 Budget as outlined in the attached Exhibit A.

BE IT THEREFORE RESOLVED that the budget for the Portland Community College District as adopted for the 2017-19 biennium commencing July 1, 2017 is hereby amended as outlined in Exhibit A.

ADOPTED BY THE GOVERNING BOARD OF THE
PORTLAND COMMUNITY COLLEGE DISTRICT THIS
27th DAY OF June 2019.

ATTEST:

APPROVED:

Mark Mitsui
College President

Kali Thorne Ladd, Chair
Board of Directors

EXHIBIT A

	2017-19 Biennium ADOPTED BUDGET	FY18 #1 Supplemental Budget	FY19 #2 Supplemental Budget	2017-19 Biennium ADJUSTED BUDGET
GENERAL FUND				
REVENUES:				
From local sources				
Property Tax - current year	\$68,649,059	\$0	\$0	\$68,649,059
Property Tax - prior year	1,647,578	0	0	1,647,578
Tuition and fees	202,199,928	426,336	0	202,626,264
Interest from investments	500,000	0	0	500,000
Other local sources	4,217,000	17,237	0	4,234,237
Proceeds from sale of bond	0	190,750	1,552,901	1,743,651
From state sources	183,127,747	1,001,703	0	184,129,450
Operating transfers in:				
From Contracts & Grants Fund	3,693,780	0	0	3,693,780
From Capital Construction	0	676,052	0	676,052
From CEU/CED	220,078	0	0	220,078
From PERS Internal Reserve	5,000,000	0	0	5,000,000
From Bookstore Fund	4,706,613	0	0	4,706,613
From Auxiliary Fund	37,926	0	0	37,926
From Student Financial Aid Fund	546,203	0	0	546,203
From Print Center Fund	112,696	0	0	112,696
From Parking Operations Fund	768,557	0	0	768,557
From Food Services Fund	108,534	0	0	108,534
Total Operating Revenues	\$475,535,699	\$2,312,078	\$1,552,901	\$479,400,678
Beginning Fund Balance	27,166,999	(6,732,902)	0	20,434,097
TOTAL GENERAL FUND REVENUES	\$502,702,698	(\$4,420,824)	\$1,552,901	\$499,834,775
BY APPROPRIATION UNIT:				
Program Areas				
Sylvania	\$94,423,048	\$4,163,462	(\$263,230)	\$98,323,280
Rock Creek	70,852,623	1,452,156	1,563,545	73,868,324
Cascade	53,043,018	3,670,418	(169,600)	56,543,836
Southeast	26,340,058	1,141,784	884,184	28,366,026
Office of the President	10,704,342	458,948	512,617	11,675,907
Office of the Exec Vice President	14,270,880	1,546,696	(456,380)	15,361,196
Administrative Services	117,457,532	1,569,630	2,642,684	121,669,846
Academic & Student Affairs	46,975,656	403,359	2,787,097	50,166,112
Transfers	8,618,725	(582,640)	134,485	8,170,570
Contingency	38,631,860	(18,244,637)	(6,082,501)	14,304,722
Total Appropriation	\$481,317,742	(\$4,420,824)	\$1,552,901	\$478,449,819
Unappropriated Ending Fund Balance	21,384,956	0	0	21,384,956
TOTAL GENERAL FUND REQUIREMENTS	\$502,702,698	(\$4,420,824)	\$1,552,901	\$499,834,775

	2017-19 Biennium ADOPTED BUDGET	FY18 #1 Supplemental Budget	FY19 #2 Supplemental Budget	2017-19 Biennium ADJUSTED BUDGET
AUXILIARY FUND				
REVENUES:				
Facilities Usage	\$638,506	\$133,000	\$0	\$771,506
Campus Activities	193,848	0	0	193,848
Transfers	0	0	0	0
Total Operating Revenues	\$832,354	\$133,000	\$0	\$965,354
Beginning Fund Balance	882,728	(19,760)	0	862,968
TOTAL AUXILIARY FUND REVENUES	\$1,715,082	\$113,240	\$0	\$1,828,322

EXPENDITURES AND OTHER REQUIREMENTS:

Facilities Usage	\$916,738	\$171,000	\$23,302	\$1,111,040
Campus Activities	281,734	0	(14,756)	266,978
Sustainability	0	0	0	0
Transfers	37,926	0	15,000	52,926
Contingency	155,336	(57,760)	(23,546)	74,030
Sub-total	\$1,391,734	\$113,240	\$0	\$1,504,974
Unappropriated Ending Fund Balance	323,348	0	0	323,348
TOTAL AUXILIARY FUND REQUIREMENTS	\$1,715,082	\$113,240	\$0	\$1,828,322

	2017-19 Biennium ADOPTED BUDGET	FY18 #1 Supplemental Budget	FY19 #2 Supplemental Budget	2017-19 Biennium ADJUSTED BUDGET
CEU/CED FUND				
REVENUES:				
CEU/CED Charges	\$12,593,186	\$0	\$0	\$12,593,186
Other local sources	2,872,944	0	0	2,872,944
Transfer	2,498,052	(147,640)	(672)	2,349,740
Total Operating Revenues	\$17,964,182	(\$147,640)	(\$672)	\$17,815,870
Beginning Fund Balance	1,052,837	926,665	0	1,979,502
TOTAL REVENUES	\$19,017,019	\$779,025	(\$672)	\$19,795,372

EXPENDITURES AND OTHER REQUIREMENTS:

Sylvania Campus	\$80,000	\$0	\$0	\$80,000
Workforce/Community Ed	18,031,941	(1,856)	104,730	18,134,815
Cascade Campus	85,000	1,368	707	87,075
Transfers	220,078	0	0	220,078
Contingency	600,000	779,513	(106,109)	1,273,404
Sub-total	\$19,017,019	\$779,025	(\$672)	\$19,795,372
Unappropriated Ending Fund Balance	0	0	0	0
TOTAL FUND REQUIREMENTS	\$19,017,019	\$779,025	(\$672)	\$19,795,372

	2017-19 Biennium ADOPTED BUDGET	FY18 #1 Supplemental Budget	FY19 #2 Supplemental Budget	2017-19 Biennium ADJUSTED BUDGET
CONTRACTS AND GRANTS FUND				
REVENUES:				
Local Sources	\$13,962,981	\$0	\$110,816	\$14,073,797
State Sources	15,859,327	0	(110,816)	15,748,511
Federal Sources	37,335,600	0	0	37,335,600
Transfers	400,109	0	0	400,109
Total Operating Revenues	\$67,558,017	\$0	\$0	\$67,558,017
Beginning Fund Balance	0	2,424,908	0	2,424,908
TOTAL REVENUES	\$67,558,017	\$2,424,908	\$0	\$69,982,925

EXPENDITURES AND OTHER REQUIREMENTS:

Local Grants	\$13,584,263	\$1,473,588	\$0	\$15,057,851
State Contracts	13,851,428	945,426	0	14,796,854
Federal Contracts	34,127,318	5,894	0	34,133,212
Transfers	3,693,780	0	0	3,693,780
Contingency	2,301,228	0	0	2,301,228
Sub-total	\$67,558,017	\$2,424,908	\$0	\$69,982,925
Unappropriated Ending Fund Balance	0	0	0	0
TOTAL FUND REQUIREMENTS	\$67,558,017	\$2,424,908	\$0	\$69,982,925

	2017-19 Biennium ADOPTED BUDGET	FY18 #1 Supplemental Budget	FY19 #2 Supplemental Budget	2017-19 Biennium ADJUSTED BUDGET
STUDENT ACTIVITIES FUND				
REVENUES:				
Student Activities Fee	\$5,096,246	\$0	\$0	\$5,096,246
Other local sources	490,000	0	0	490,000
Interest Income	4,000	0	0	4,000
Total Operating Revenues	\$5,590,246	\$0	\$0	\$5,590,246
Beginning Fund Balance	300,000	89,830	0	389,830
TOTAL REVENUES	\$5,890,246	\$89,830	\$0	\$5,980,076

EXPENDITURES AND OTHER REQUIREMENTS:

Sylvania Campus	\$1,549,889	(\$156,346)	(\$19,847)	\$1,373,696
Rock Creek Campus	1,303,337	(97,501)	(5,622)	1,200,214
Cascade Campus	1,153,022	(100,266)	(11,936)	1,040,820
Southeast Campus	929,132	(119,098)	(6,844)	803,190
District-wide programs	804,866	567,283	57,756	1,429,905
Contingency	150,000	(4,242)	(13,507)	132,251
Sub-total	\$5,890,246	\$89,830	\$0	\$5,980,076
Unappropriated Ending Fund Balance	0	0	0	0
TOTAL FUND REQUIREMENTS	\$5,890,246	\$89,830	\$0	\$5,980,076

	2017-19 Biennium ADOPTED BUDGET	FY18 #1 Supplemental Budget	FY19 #2 Supplemental Budget	2017-19 Biennium ADJUSTED BUDGET
<u>STUDENT FINANCIAL AID FUND</u>				
<u>REVENUES:</u>				
Private Sources	\$1,988,891	\$200,000	\$0	\$2,188,891
Federal Sources	280,540,907	(200,000)	0	280,340,907
Interest	15,400	0	0	15,400
Transfers	823,782	0	0	823,782
Total Operating Revenues	\$283,368,980	\$0	\$0	\$283,368,980
Beginning Fund Balance	1,174,130	504,704	0	1,678,834
TOTAL REVENUES	\$284,543,110	\$504,704	\$0	\$285,047,814

EXPENDITURES AND OTHER REQUIREMENTS:

College Funded Programs	\$123,280	\$0	\$0	\$123,280
Federal Programs	282,733,876	0	0	282,733,876
Short Term Student Loans	44,400	\$200,000	0	244,400
Transfer	546,203	\$0	0	546,203
Contingency	1,095,351	304,704	0	1,400,055
Sub-total	\$284,543,110	\$504,704	\$0	\$285,047,814
Unappropriated Ending Fund Balance	0	0	0	0
TOTAL FUND REQUIREMENTS	\$284,543,110	\$504,704	\$0	\$285,047,814

	2017-19 Biennium ADOPTED BUDGET	FY18 #1 Supplemental Budget	FY19 #2 Supplemental Budget	2017-19 Biennium ADJUSTED BUDGET
<u>CAPITAL PROJECTS FUND - 2000</u>				
<u>REVENUES:</u>				
Other Sources	\$360,000	\$0	\$0	\$360,000
Interest	70,000	0	0	70,000
Transfers	2,000,000	0	15,000	2,015,000
Total Operating Revenues	\$2,430,000	\$0	\$15,000	\$2,445,000
Beginning Fund Balance	3,956,691	(128,923)	0	3,827,768
TOTAL REVENUES	\$6,386,691	(\$128,923)	\$15,000	\$6,272,768

EXPENDITURES AND OTHER REQUIREMENTS:

Capital Outlay	\$4,666,779	\$0	\$1,515,000	\$6,181,779
Transfers	0	0	0	0
Contingency	1,719,912	(128,923)	(1,500,000)	90,989
Sub-total	\$6,386,691	(\$128,923)	\$15,000	\$6,272,768
Unappropriated Ending Fund Balance	0	0	0	0
TOTAL FUND REQUIREMENTS	\$6,386,691	(\$128,923)	\$15,000	\$6,272,768

CAPITAL CONSTRUCTION FUND - 2200**REVENUES:**

	2017-19 Biennium ADOPTED BUDGET	FY18 #1 Supplemental Budget	FY19 #2 Supplemental Budget	2017-19 Biennium ADJUSTED BUDGET
Interest	\$110,000	\$0	\$0	\$110,000
Proceeds from Bond Sales	0	209,008,073	0	209,008,073
State Sources	8,000,000	0	0	8,000,000
Other Revenues	350,000	0	0	350,000
Transfers	0	0	0	0
Total Operating Revenues	\$8,460,000	\$209,008,073	\$0	\$217,468,073
Beginning Fund Balance	52,544,611	(2,807,424)	0	49,737,187
TOTAL REVENUES	\$61,004,611	\$206,200,649	\$0	\$267,205,260

EXPENDITURES AND OTHER REQUIREMENTS:

Sylvania Campus	\$21,500,000	\$0	\$0	\$21,500,000
Cascade Campus	450,000	0	0	450,000
Rock Creek Campus	5,000,000	0	2,800,000	7,800,000
Southeast Campus	180,000	0	200,000	380,000
District-wide Projects	24,500,000	208,413,309	(2,955,968)	229,957,341
Bond Issuance Costs	0	0	0	0
Transfers	0	676,052	0	676,052
Contingency	9,000,000	(2,888,712)	(44,032)	6,067,256
Sub-total	\$60,630,000	\$206,200,649	\$0	\$266,830,649
Unappropriated Ending Fund Balance	374,611	0	0	374,611
TOTAL FUND REQUIREMENTS	\$61,004,611	\$206,200,649	\$0	\$267,205,260

COLLEGE BOOKSTORE FUND**REVENUES:**

	2017-19 Biennium ADOPTED BUDGET	FY18 #1 Supplemental Budget	FY19 #2 Supplemental Budget	2017-19 Biennium ADJUSTED BUDGET
Sale of Merchandise	\$23,055,061	\$0	\$0	\$23,055,061
Interest	237,058	0	0	237,058
Miscellaneous Income	460,222	0	0	460,222
Total Operating Revenues	\$23,752,341	\$0	\$0	\$23,752,341
Beginning Fund Balance	12,697,685	(346,179)	0	12,351,506
TOTAL RESOURCES	\$36,450,026	(\$346,179)	\$0	\$36,103,847

EXPENDITURES AND OTHER REQUIREMENTS:

Bookstore Operations	\$26,508,045	\$84,428	\$65,326	\$26,657,799
Transfers	6,206,613	0	0	6,206,613
Contingency	3,576,159	(430,607)	(65,326)	3,080,226
Sub-total	\$36,290,817	(\$346,179)	\$0	\$35,944,638
Unappropriated Ending Fund Balance	159,209	0	0	159,209
TOTAL FUND REQUIREMENTS	\$36,450,026	(\$346,179)	\$0	\$36,103,847

	2017-19 Biennium	FY18 #1	FY19 #2	2017-19 Biennium
FOOD SERVICES FUND	ADOPTED	Supplemental	Supplemental	ADJUSTED
<u>REVENUES:</u>	<u>BUDGET</u>	<u>Budget</u>	<u>Budget</u>	<u>BUDGET</u>
Food Sales	\$10,853,439	\$0	\$0	\$10,853,439
Interest	9,148	0	0	\$9,148
Transfers	1,500,000	0	35,164	\$1,535,164
Total Operating Revenues	\$12,362,587	\$0	\$35,164	\$12,397,751
Beginning Fund Balance	843,210	68,162	0	911,372
TOTAL REVENUES	\$13,205,797	\$68,162	\$35,164	\$13,309,123

EXPENDITURES AND OTHER REQUIREMENTS:

Food Service Operations	\$12,053,254	\$135,159	\$94,502	\$12,282,915
Transfers	108,534	0	0	108,534
Contingency	1,044,009	(66,997)	(59,338)	917,674
Sub-total	\$13,205,797	\$68,162	\$35,164	\$13,309,123
Unappropriated Ending Fund Balance	0	0	0	0
TOTAL FUND REQUIREMENTS	\$13,205,797	\$68,162	\$35,164	\$13,309,123

	2017-19 Biennium	FY18 #1	FY19 #2	2017-19 Biennium
TRANSPORTATION & PARKING SERVICES FUND	ADOPTED	Supplemental	Supplemental	ADJUSTED
<u>REVENUES:</u>	<u>BUDGET</u>	<u>Budget</u>	<u>Budget</u>	<u>BUDGET</u>
Parking Permits	\$5,024,460	\$0	\$0	\$5,024,460
Parking Fines	533,880	0	0	533,880
Misc Revenue	3,328,542	0	0	3,328,542
Interest	20,077	0	0	20,077
Transfers	115,612	0	0	115,612
Total Operating Revenues	\$9,022,571	\$0	\$0	\$9,022,571
Beginning Fund Balance	4,394,220	796,416	0	5,190,636
TOTAL REVENUES	\$13,416,791	\$796,416	\$0	\$14,213,207

EXPENDITURES AND OTHER REQUIREMENTS:

Operations	\$11,665,418	\$169,083	\$55,850	\$11,890,351
Transfers	768,557	0	0	768,557
Contingency	982,816	627,333	(55,850)	1,554,299
Sub-total	\$13,416,791	\$796,416	\$0	\$14,213,207
Unappropriated Ending Fund Balance	0	0	0	0
TOTAL FUND REQUIREMENTS	\$13,416,791	\$796,416	\$0	\$14,213,207

PRINT CENTER FUND**REVENUES:**

	2017-19 Biennium ADOPTED BUDGET	FY18 #1 Supplemental Budget	FY19 #2 Supplemental Budget	2017-19 Biennium ADJUSTED BUDGET
Internal Charges	\$1,035,782	\$0	\$0	\$1,035,782
External Charges	45,328	0	0	45,328
Copy Machine revenues	881,636	0	0	881,636
Misc revenues	854,658	0	0	854,658
Transfers	0	0	99,993	99,993
Total Operating Revenues	\$2,817,404	\$0	\$99,993	\$2,917,397
Beginning Fund Balance	140,825	51,646	0	192,471
TOTAL REVENUES	\$2,958,229	\$51,646	\$99,993	\$3,109,868

EXPENDITURES AND OTHER REQUIREMENTS:

Operations	\$2,506,511	(\$77,617)	\$113,441	\$2,542,335
Transfers	\$112,696	0	0	112,696
Contingency	225,354	129,263	(13,448)	341,169
Sub-total	\$2,844,561	\$51,646	\$99,993	\$2,996,200
Unappropriated Ending Fund Balance	113,668	0	0	113,668
TOTAL FUND REQUIREMENTS	\$2,958,229	\$51,646	\$99,993	\$3,109,868

PERS INTERNAL SERVICE FUND**REVENUES:**

	2017-19 Biennium ADOPTED BUDGET	FY18 #1 Supplemental Budget	FY19 #2 Supplemental Budget	2017-19 Biennium ADJUSTED BUDGET
Charges to Depts	\$18,731,983	\$0	\$5,072,337	\$23,804,320
Proceeds from Sale of Bond	0	0	170,702,833	170,702,833
Interest	215,000	0	0	215,000
Total Operating Revenues	\$18,946,983	\$0	\$175,775,170	\$194,722,153
Beginning Fund Balance	25,081,847	(149,098)	0	24,932,749
TOTAL REVENUES	\$44,028,830	(\$149,098)	\$175,775,170	\$219,654,902

EXPENDITURES AND OTHER REQUIREMENTS:

Payment to PERS	\$0	\$0	\$170,702,833	\$170,702,833
Transfers	24,112,318	0	5,072,337	29,184,655
Contingency	500,000	(149,098)	0	350,902
Sub-total	\$24,612,318	(\$149,098)	\$175,775,170	\$200,238,390
Unappropriated Ending Fund Balance	19,416,512	0	0	19,416,512
TOTAL FUND REQUIREMENTS	\$44,028,830	(\$149,098)	\$175,775,170	\$219,654,902

	2017-19 Biennium ADOPTED BUDGET	FY18 #1 Supplemental Budget	FY19 #2 Supplemental Budget	2017-19 Biennium ADJUSTED BUDGET
<u>RISK MANAGEMENT FUND</u>				
<u>REVENUES:</u>				
Charges to Depts	\$5,421,302	\$0	\$0	\$5,421,302
Insurance Reimbursements	18,000	0	0	18,000
Interest	51,000	0	0	51,000
Transfers	2,081,170	(350,000)	0	1,731,170
Total Operating Revenues	\$7,571,472	(\$350,000)	\$0	\$7,221,472
Beginning Fund Balance	4,757,621	814,858	0	5,572,479
TOTAL REVENUES	\$12,329,093	\$464,858	\$0	\$12,793,951
<u>EXPENDITURES AND OTHER REQUIREMENTS:</u>				
Self-insurance and Risk Admin	\$5,225,340	\$265,374	\$11,736	\$5,502,450
Transfers	\$0	0	0	0
Contingency	1,160,248	199,484	(11,736)	1,347,996
Sub-total	\$6,385,588	\$464,858	\$0	\$6,850,446
Unappropriated Ending Fund Balance	5,943,505	0	0	5,943,505
TOTAL FUND REQUIREMENTS	\$12,329,093	\$464,858	\$0	\$12,793,951
	2017-19 Biennium ADOPTED BUDGET	FY18 #1 Supplemental Budget	FY19 #2 Supplemental Budget	2017-19 Biennium ADJUSTED BUDGET
<u>EARLY RETIREMENT FUND</u>				
<u>REVENUES:</u>				
Interest	\$80,000	\$0	\$0	\$80,000
Transfers	700,000	(85,000)	0	615,000
Total Operating Revenues	\$780,000	(\$85,000)	\$0	\$695,000
Beginning Fund Balance	1,070,810	210,143	0	1,280,953
TOTAL REVENUES	\$1,850,810	\$125,143	\$0	\$1,975,953
<u>EXPENDITURES AND OTHER REQUIREMENTS:</u>				
Other post-retirement benefits	\$1,339,812	\$88,000	\$0	\$1,427,812
Contingency	200,000	37,143	0	237,143
Sub-total	\$1,539,812	\$125,143	\$0	\$1,664,955
Unappropriated Ending Fund Balance	310,998	0	0	310,998
TOTAL FUND REQUIREMENTS	\$1,850,810	\$125,143	\$0	\$1,975,953

DEBT SERVICE (G.O. BOND) FUND**REVENUES:**

	2017-19 Biennium ADOPTED	FY18 #1 Supplemental	FY19 #2 Supplemental	2017-19 Biennium ADJUSTED
	<u>BUDGET</u>	<u>Budget</u>	<u>Budget</u>	<u>BUDGET</u>
Property Tax - current	\$67,732,400	\$0	\$22,323,136	\$90,055,536
Property Tax - prior	1,119,999	0	0	1,119,999
Debt Proceeds from Refunding	0	0	0	0
Interest	45,494	0	0	45,494
Total Operating Revenues	\$68,897,893	\$0	\$22,323,136	\$91,221,029
Beginning Fund Balance	4,824,326	1,155,992	0	5,980,318
TOTAL REVENUES	\$73,722,219	\$1,155,992	\$22,323,136	\$97,201,347

EXPENDITURES AND OTHER REQUIREMENTS:

Debt Service - Principal	\$44,685,000	\$0	\$11,805,000	\$56,490,000
Debt Service - Interest	26,871,726	0	10,518,136	37,389,862
Defeased Bond Payment to Escrow	0	0	0	0
Sub-total	\$71,556,726	\$0	\$22,323,136	\$93,879,862
Unappropriated Ending Fund Balance	2,165,493	1,155,992	0	3,321,485
TOTAL FUND REQUIREMENTS	\$73,722,219	\$1,155,992	\$22,323,136	\$97,201,347

P.E.R.S. DEBT SERVICE FUND**REVENUES:**

	2017-19 Biennium ADOPTED	FY18 #1 Supplemental	FY19 #2 Supplemental	2017-19 Biennium ADJUSTED
	<u>BUDGET</u>	<u>Budget</u>	<u>Budget</u>	<u>BUDGET</u>
Property Tax - current	19,112,318	\$0	\$5,072,337	\$24,184,655
Property Tax - prior	0	0	0	\$0
Debt Proceeds from Refunding	0	0	0	\$0
Interest	0	0	0	\$0
Total Operating Revenues	\$19,112,318	\$0	\$5,072,337	\$24,184,655
Beginning Fund Balance	0	0	0	0
TOTAL REVENUES	\$19,112,318	\$0	\$5,072,337	\$24,184,655

EXPENDITURES AND OTHER REQUIREMENTS:

Debt Service - Principal	\$10,975,000	\$0	\$3,762,337	\$14,737,337
Debt Service - Interest	8,137,318	0	1,310,000	9,447,318
Defeased Bond Payment to Escrow	0	0	0	0
Sub-total	\$19,112,318	\$0	\$5,072,337	\$24,184,655
Unappropriated Ending Fund Balance	0	0	0	0
TOTAL FUND REQUIREMENTS	\$19,112,318	\$0	\$5,072,337	\$24,184,655

June 27, 2019

19-108

RESOLUTION ADOPTING THE PORTLAND
COMMUNITY COLLEGE BUDGET FOR THE 2019-2021
BIENNIUM COMMENCING JULY 1, 2019, MAKING
APPROPRIATIONS AND DETERMINING AND
DECLARING AD VALOREM TAX LEVIES IN
ACCORDANCE WITH ORS 294.456

PREPARED BY: Dina Farrell, Interim Associate Vice President, Finance

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

REPORT: On April 18, 2019, the Board of Directors of Portland
Community College District, acting as the College Budget
Committee, approved the Biennium 2019-2021 budget.

On May 15, 2019, the Multnomah County Tax
Supervising and Conservation Commission (TSCC), after
due notice and a public hearing on the budget and by a
majority vote of members of the Commission, certified
the Biennium 2019-2021 budget with no objection and in
substantial compliance with the requirements of the
Oregon Budget Law. There were no changes or
corrections made to the budget after TSCC's certification.

RECOMMENDATION: That the Board of Directors approve this resolution
adopting the budget of the Portland Community College
District for the Biennium 2019-2021 commencing July 1,
2019 in the total sum of \$1,348,549,285 for the following
funds and appropriations as set forth as follows:

BE IT RESOLVED that the Board of Directors of the Portland Community College District hereby adopts the budget for the Biennium 2019-2021 in the total amount of \$1,348,549,285.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning JULY 1, 2019 and for the purposes shown below are hereby appropriated.

	1st Year of Biennium 2019-21	2nd Year of Biennium 2019-21	Total Biennium 2019-21
General Fund	\$243,849,652	\$264,597,599	\$ 508,447,251
CEU/CED-1900 Fund	\$10,331,947	\$10,479,113	20,811,060
Auxiliary Fund	\$1,364,883	\$1,751,479	3,116,362
Contracts and Grants Fund	29,689,600	30,370,862	60,060,462
Student Activities Fund	\$2,906,482	\$2,811,120	5,717,602
Student Financial Aid Fund	\$108,775,716	\$108,675,442	217,451,158
Capital Projects Fund	\$2,035,817	\$2,286,857	4,322,674
Capital Construction Fund	69,350,000	178,411,031	247,761,031
College Bookstore Fund	\$11,468,178	\$9,565,913	21,034,091
Food Services Fund	\$5,001,030	\$5,046,080	10,047,110
Transportation & Parking Fund	\$5,999,018	\$6,086,578	12,085,596
Internal Service-PERS/Reserve	\$21,922,220	\$41,313,043	63,235,263
Risk Management Fund	\$3,880,560	\$12,615,943	16,496,503
Print Center Fund	\$1,422,916	\$1,543,877	2,966,793
Early Retirement Fund	\$784,951	\$703,398	1,488,349
Debt Service Fund (G.O. Bonds)	\$53,033,738	\$58,533,974	111,567,712
P.E.R.S. Debt Service Fund	20,572,220	21,368,048	41,940,268
Total All Funds	<u>\$ 592,388,928</u>	<u>\$ 756,160,357</u>	<u>\$ 1,348,549,285</u>

Note: the 2nd year Biennium total includes Unappropriated Ending Fund Balance

GENERAL FUNDPrograms areas:

Sylvania Campus	\$94,699,314
Rock Creek Campus	72,193,296
Cascade Campus	54,560,496
Southeast Campus (formerly Ext Learning)	29,988,922
Office of the President	4,264,114
Office of the Exec Vice President	22,544,733
Administrative Services	116,835,941
Academic Affairs	24,581,559
Student Affairs	28,907,004
Transfers	6,672,905
Contingency	30,465,646
TOTAL APPROPRIATIONS	\$485,713,930
Unappropriated Ending Fund Balance (see note)	22,733,321
TOTAL GENERAL FUND	<u>\$508,447,251</u>

CONTRACTS AND GRANTS FUND

State Grants	\$14,105,292
Federal Grants	26,666,183
Local Contracts	14,424,656
Transfers	3,209,371
Contingency	1,654,960
TOTAL APPROPRIATIONS	\$60,060,462
Unappropriated Ending Fund Balance (see note)	0
TOTAL CONTRACTS AND GRANTS FUND	<u>\$60,060,462</u>

STUDENT FINANCIAL AID FUND

College Funded Programs	\$146,000
Federal Programs	215,511,184
Short Term Student Loan Program	248,000
Transfer	437,501
Contingency	1,108,473
TOTAL STUDENT FINANCIAL AID FUND	<u>\$217,451,158</u>

COLLEGE BOOKSTORE FUND

Bookstore Operations	\$17,133,914
Transfers	1,970,108
Contingency	1,930,069
TOTAL APPROPRIATIONS	\$21,034,091
Unappropriated Ending Fund Balance (see note)	0
TOTAL COLLEGE BOOKSTORE FUND	<u>\$21,034,091</u>

FOOD SERVICES FUND

Food Services Operations	\$9,166,706
Transfers	80,404
Contingency	800,000
TOTAL FOOD SERVICES FUND	<u>\$10,047,110</u>

Note: Unappropriated Ending Fund Balance is not an appropriation.

TRANSPORTATION & PARKING SERVICES FUND

Parking Operations	\$10,558,507
Transfers	553,382
Contingency	973,707
TOTAL APPROPRIATIONS	<u>\$12,085,596</u>
Unappropriated Ending Fund Balance (see note)	<u>0</u>
TOTAL TRANSPRT & PARKING SERVICES FUND	<u><u>\$12,085,596</u></u>

PRINT CENTER FUND

Print Center Operations	\$2,484,094
Transfers	118,671
Contingency	238,540
TOTAL APPROPRIATIONS	<u>\$2,841,305</u>
Unappropriated Ending Fund Balance (see note)	<u>125,488</u>
TOTAL PRINT CENTER FUND	<u><u>\$2,966,793</u></u>

RISK MANAGEMENT FUND

Self Insurance & Risk Administration	\$5,848,872
Contingency	1,912,248
TOTAL APPROPRIATIONS	<u>\$7,761,120</u>
Unappropriated Ending Fund Balance (see note)	<u>8,735,383</u>
TOTAL RISK MANAGEMENT FUND	<u><u>\$16,496,503</u></u>

Note: Unappropriated Ending Fund Balance is not an appropriation.

CEU/CED (1900) FUND

Sylvania Campus	\$0
Cascade Campus	92,666
Workforce & Cmnty Dev (formerly Ext Learning)	17,118,685
Transfers	223,102
Contingency	3,376,607
TOTAL APPROPRIATIONS	20,811,060
TOTAL CEU/CED (1900) Fund	20,811,060

AUXILIARY FUND

Facilities Usage	\$1,441,266
Campus Activities	413,190
Sustainability Projects	440,000
Transfers	45,310
Contingency	390,000
TOTAL APPROPRIATIONS	\$2,729,766
Unappropriated Ending Fund Balance (see note)	386,596
TOTAL AUXILIARY FUND	\$3,116,362

STUDENT ACTIVITIES FUND

Sylvania Campus Programs	\$1,150,734
Rock Creek Campus Programs	1,017,434
Cascade Campus Programs	801,914
Southeast Campus (formerly Ext Learning)	587,779
District-wide Programs	1,972,042
Contingency	187,699
TOTAL STUDENT ACTIVITIES FUND	\$5,717,602

CAPITAL PROJECTS FUND

Capital Outlay	\$2,885,817
Contingency	1,000,000
TOTAL APPROPRIATIONS	\$3,885,817
Unappropriated Ending Fund Balance (see note)	436,857
TOTAL CAPITAL PROJECTS FUND	\$4,322,674

CAPITAL CONSTRUCTION FUND

Sylvania Campus	\$73,800,000
Cascade Campus	3,460,000
Rock Creek Campus	9,225,000
Southeast Campus (formerly Ext Learning)	240,000
District-wide Projects	71,000,000
Contingency	15,500,000
TOTAL APPROPRIATIONS	<u>\$173,225,000</u>
Unappropriated Ending Fund Balance (see note)	74,536,031
TOTAL CAPITAL CONSTRUCTION FUND	<u><u>\$247,761,031</u></u>

INTERNAL SERVICE-P.E.R.S.\RESERVE

Transfers	\$44,440,268
Contingency	200,000
Unappropriated Ending Fund Balance (see note)	18,594,995
TOTAL INTERNAL SERVICE-P.E.R.S.\RESERVE	<u><u>\$63,235,263</u></u>

EARLY RETIREMENT FUND

Personal Services	\$1,488,349
Contingency	0
TOTAL APPROPRIATIONS	<u>\$1,488,349</u>
Unappropriated Ending Fund Balance (see note)	0
TOTAL EARLY RETIREMENT FUND	<u><u>\$1,488,349</u></u>

DEBT SERVICE (G.O. Bonds) FUND

Debt Service	\$107,788,626
Unappropriated Ending Fund Balance (see note)	3,779,086
TOTAL DEBT SERVICE (G.O. Bonds) FUND	<u><u>\$111,567,712</u></u>

CAPITAL LEASE/PURCHASE FUND

Debt Service	\$0
Transfers	\$0
TOTAL CAPITAL LEASE/PURCHASE FUND	<u><u>\$0</u></u>

P.E.R.S. DEBT SERVICE FUND

Debt Service	\$41,940,268
TOTAL DEBT SERVICE (G.O. Bonds) FUND	<u><u>\$41,940,268</u></u>

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Portland Community College District hereby imposes the taxes provided for in the adopted budget and that these taxes are hereby imposed and categorized for the tax year 2019-2020 and for 2020-2021 upon the assessed value of all taxable property within the Portland Community College District of Clackamas, Columbia, Multnomah, Washington, and Yamhill Counties, of the State of Oregon. The following allocation and categorization, subject to the limit of Section 11b, Article XI of the Oregon Constitution make up the aforementioned levy:

For the 1st year of the biennium period July 1, 2019 to June 30, 2020:

Amount Subject to the Education Limitation:

General Fund \$0.2828* per \$1,000 of assessed value of properties within the District boundary.

(*Constitutionally established by Ballot Measure 50.)

Amount Excluded from the Educational Limitation (for payment of maturing principal and interest of voter-approved General Obligation Bonds):

Debt Service Fund	\$55,824,987
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For the 2nd year of the biennium period: July 1, 2020 to June 30, 2021:

Amount Subject to the Education Limitation:

General Fund \$0.2828* per \$1,000 of assessed value of properties within the District boundary.

(*Constitutionally established by Ballot Measure 50.)

Amount Excluded from the Educational Limitation (for payment of maturing principal and interest of voter-approved General Obligation Bonds):

Debt Service Fund	\$57,636,724
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AND, that the President of the Portland Community College District be hereby authorized and directed to file with the County Assessor of each County in which the Portland Community College District is located, a notice of tax levy and a true copy of the budget as finally adopted in accordance with the provisions of ORS 310.060 and ORS 294.555.

ADOPTED BY THE GOVERNING BOARD OF THE PORTLAND COMMUNITY COLLEGE DISTRICT THIS 27th DAY OF JUNE, 2019.

ATTEST:

APPROVED:

Mark Mitsui
College President

Kali Thorne Ladd, Chair
Board of Directors

June 27, 2019

19-109

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 (Temporary) – Caroline Bartlett

Program Coordinator, Campus Outreach and Advocacy Project (VOCA)

Student Affairs

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

Effective: May 21, 2019 to September 30, 2020

Education: Portland State University MS, Social Work

California State University BA, Spanish

Most Recent Experience: YWCA Clark County
Director of SafeChoice Domestic Violence Program

Applicant Flow:

Gender

Ethnicity

58 Female	1 American Indian or Alaska Native
12 Male	4 Asian
1 Not Disclosed	3 Black or African American
	4 Hispanic/Latino
	9 Not Disclosed
	8 Two or More Selections
	42 White
	<hr/> 71 Total

2. Academic Professional Appointment (NonGeneral Fund)– Carolina Blanco

Employment Specialist

Workforce Development and Continuing Education

Annual Salary: \$74,465 Grade: 3 Step: 16

Effective: May 28, 2019

Education: Simon Rodriguez University BBA, Human Resources

Most Recent Experience: Portland Community College
Health Career Coach

Applicant Flow:

Gender

Ethnicity

5 Female	0 American Indian or Alaska Native
3 Male	1 Asian

4	Two or More Selections
33	White
50	Total

5. Academic Professional Appointment – Rick Maas

Academic Advising Specialist

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

Annual Salary: \$46,004 Grade: 3 Step: 2

Effective: May 27, 2019

Education: Portland State University MS, Educational Leadership and Policy
BS, Arts and Letters
Portland Community College AA, General Studies

Most Recent Experience: Portland Community College
Academic Advising Specialist (Temporary)

Applicant Flow:

Gender

3 Female

1 Male

0 Not Disclosed

Ethnicity

0 American Indian or Alaska Native

0 Asian

0 Black or African American

1 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

0 Not Disclosed

0 Two or More Selections

3 White

4 Total

6. Academic Professional Appointment (Temporary)– John Whitford

Resource Program Coordinator III

Office of the Dean of Student Development, Cascade Campus

Annual Salary: \$78,844 Grade: 5 Step: 14

Effective: June 10, 2019 to June 9, 2020

Education: George Fox University BS, Management Information Systems

Most Recent Experience: Portland Community College
Academic Advising Specialist

Applicant Flow: Article 3.64 Appointment

7. Administrative Appointment– Mike Arnold

Financial Systems Application Manager

Finance and Administration

Annual Salary: \$98,500 Grade: L

Effective: May 29, 2019

Education: University of Charleston BS, Computer Information Systems
Glenville State College AS, Computer Science and Applications

Most Recent Experience: Portland Community College

Systems Analyst

Applicant Flow:		Gender		Ethnicity	
6	Female	0	American Indian or Alaska Native		
7	Male	0	Asian		
2	Not Disclosed	0	Black or African American		
		1	Hispanic/Latino		
		0	Native Hawaiian or Other Pacific Islander		
		2	Not Disclosed		
		1	Two or More Selections		
		11	White		
		15	Total		

8. Administrative Appointment– Eric Blumenthal

Vice President for Finance and Administration
Finance and Administration

Annual Salary: \$163,000

Grade: R

Effective: July 1, 2019

Education: University of Massachusetts
Boston College

MBA, Business
BS, Accounting

Most Recent Experience: Portland Community College

Vice President for Finance and Administration (Interim)

Applicant Flow: Direct Appointment

9. Administrative Appointment– Tricia Brand

Chief Diversity Officer

Office of the College President

Annual Salary: \$108,004

Grade: N

Effective: July 1, 2019

Education: Rutgers, The State University of
New Jersey

M.Ed, Educational Psychology

Washington University in St. Louis

BA, Psychology

Most Recent Experience: Portland Community College

Chief Diversity Officer (Interim)

Applicant Flow: Direct Appointment

10 Administrative Appointment – Heather Lang

Dean of Student Success

Student Affairs

Annual Salary: \$127,337

Grade: O

Effective: May 21, 2019

Education: Oregon State University

PhD, Education

MED, Adult Education

BA, Hispanic Studies

Lewis and Clark College

Most Recent Experience: Portland Community College

Dean of Student Development

Applicant Flow:		Ethnicity	
Gender			
55	Female	0	American Indian or Alaska Native
43	Male	3	Asian
5	Not Disclosed	24	Black or African American
		6	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		8	Not Disclosed
		5	Two or More Selections
		57	White
		103	Total

11 Administrative Appointment (Temporary) – Heather Lang

Interim Vice President of Student Affairs

Student Affairs

Annual Salary: \$163,000

Grade: R

Effective: June 15, 2019 to June 15, 2020

Education: Oregon State University

PhD, Education

MED, Adult Education

BA, Hispanic Studies

Most Recent Experience: Lewis and Clark College
Portland Community College
Dean of Student Success

Applicant Flow: Direct Appointment

12 Administrative Appointment– Andrew Lattanner

Oregon Manufacturing Innovation Center (OMIC) Training Director

Workforce Development and Continuing Education

Annual Salary: \$92,500

Grade: M

Effective: July 15, 2019

Education: Syracuse University

MPA, Public Administration

Mount Union College

BA, Political Science

Most Recent Experience: U.S. Senator Joe Donnelly
Deputy Chief of Staff/Legislative Director

Applicant Flow:		Ethnicity	
Gender			
11	Female	1	American Indian or Alaska Native
15	Male	2	Asian
1	Not Disclosed	0	Black or African American
		1	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		4	Not Disclosed
		3	Two or More Selections
		16	White
		27	Total

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN JUNE 27, 2019 PERSONNEL REPORT**

Female	7
Male	5
Not Disclosed	0
	<hr/>
	12

American Indian/Alaskan Native	0
Asian	0
Black or African American	1
Hispanic/Latino	2
Native Hawaiian/Pacific Islander	0
Not Disclosed	0
Two or More Selections	0
White	9
	<hr/>
	12

June 27, 2019

19-110

COMMENDATION OF RETIRING EMPLOYEE –
BARBARA A. ALLEY

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Barbara Alley has performed faithfully in her duties as a Bindery Duplicator/Operator 1, Press Operator 1, Bindery Duplicator/Operator 2, OSS 2, OSS 4, and Physical Plant Comm. Coordinator for Portland Community College since December 10, 1990. She retires effective June 28, 2019.

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

June 27, 2019

19-111

COMMENDATION OF RETIRING EMPLOYEE –
NANCY BRIGGS

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Nancy Briggs has performed faithfully in her duties as a Part-time and Full-time Biology Instructor for Portland Community College since October 21, 1999. She retires effective June 28, 2019.

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

June 27, 2019

19-112

COMMENDATION OF RETIRING EMPLOYEE –
CONNIE CHRISTOPHER

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Connie Christopher has performed faithfully in her duties as a Welding Instructor for Portland Community College since September 22, 1980. She retires effective June 30, 2019.

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

June 27, 2019

19-113

COMMENDATION OF RETIRING EMPLOYEE –
DOLORES GALINDO

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Dolores Galindo has performed faithfully in her duties as an Instructional Support Tech IV and Part-time Faculty for Portland Community College since August 30, 1993. She retires effective June 30, 2019.

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

June 27, 2019

19-114

COMMENDATION OF RETIRING EMPLOYEE –
SHANNON HALLER

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Shannon Haller has performed faithfully in her duties as an OSS, Testing Assistant, Test Proctor, Receptionist and Office Assistant for Portland Community College since March 13, 1991. She retires effective June 28, 2019.

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

June 27, 2019

19-115

COMMENDATION OF RETIRING EMPLOYEE –
ROXANNE HILL

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Roxanne Hill has performed faithfully in her duties as a Full-time Faculty for Portland Community College since August 21, 1994. She retires effective June 30, 2019.

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

June 27, 2019

19-116

COMMENDATION OF RETIRING EMPLOYEE –
MICHELE L. KROPF

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Michele Kropf has performed faithfully in her duties as a Resource Room Assistant and Resource Support Assistant for Portland Community College since March 1, 2002. She retires effective June 20, 2019.

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

June 27, 2019

19-117

COMMENDATION OF RETIRING EMPLOYEE –
KEVIN J. LIEN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Kevin Lien has performed faithfully in his duties as Full-time and Part-time Faculty for Portland Community College since September 1, 1991. He retires effective June 20, 2019.

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

June 27, 2019

19-118

COMMENDATION OF RETIRING EMPLOYEE –
EDDIE LINCOLN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Eddie Lincoln has performed faithfully in his duties as Career Placement Specialist, Business Service Coordinator, Employment Specialist and Career Specialist for Portland Community College since July 23, 1998. He retires effective June 30, 2019.

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

June 27, 2019

19-119

COMMENDATION OF RETIRING EMPLOYEE –
TERRY R. LOOKABILL

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Terry Lookabill has performed faithfully in his duties as Locksmith/Maintenance Assistant, Part-time Faculty and Farm/Greenhouse Coordinator for Portland Community College since June 24, 1991. He retires effective June 30, 2019.

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

June 27, 2019

19-120

CONTINUOUS APPOINTMENT: ADMINISTRATION

PREPARED BY: Leslie Wilkins, Specialist, Human Resources

APPROVED BY: Lisa Bledsoe, Associate Vice President, Human Resources
Sylvia Kelley, Executive Vice President
Mark Mitsui, College President

The President RECOMMENDS that the following Administrators, having fulfilled the required probationary period, be granted continuous appointment, effective July 1, 2019:

Continuous Appointments	Job Title
Matthew Altman	Division Dean
Celina Baguiao	Manager/Community Relations
Mario Benton	Manager/IT - Campus (SY)
Julia Betts	Manager/STEM Center
Allison Blizzard	Director/International Education
Simone Chaves	Director/Child Development Center
Farah Daher	Supervisor/IT - Server Admin
Gregory Dockery	Diversity Recruiter
Anne Frey	Manager/Education Abroad
Christina Kline	Manager/Donor Engagement
Mari Krause	Supervisor/Library
Michael Kuehn	Supervisor/Transportation & Parking
Briar Schoon	Manager/Sustainability
Traci Simmons	Associate Dean/Student Development
Sarona-Lee Wilde	Manager/Payroll

June 27, 2019

19-121

CONTINUOUS APPOINTMENT: FACULTY AND ACADEMIC PROFESSIONALS

PREPARED BY: Leslie Wilkins, Specialist, Human Resources

APPROVED BY: Lisa Bledsoe, Associate Vice President, Human Resources
Sylvia Kelley, Executive Vice President
Mark Mitsui, College President

The President RECOMMENDS that the following Faculty and Academic Professionals, having fulfilled the required probationary period, be granted continuous appointment, effective September 1, 2019:

Continuous Appointments	Job Title
Calin Anderson	Instructor/Comp & Lit
Jenna Bell	Instructor/ENGR
John Bohls	Instructor/Graphic Design
Stacy Bone	Coordinator/Bus Trng & Ed Dev
Erin Briddick	Instructor/Communication Studies
Nancy Butler	Specialist/Academic Advising
Amy Cakebread	Instructor/Math
Michael Cantino	Specialist/Accessibility
Josh Cary	Instructor/Bio Tech
Rocco Charamella	Instructor/Comp Appl/Office Systems
Carly Clark	Counselor
Kris Cowan	Instructor/Bldg Construction Tech
Stephen Date	Instructor/Medical Assisting
Kathleen Doss	Instructor/Communication Studies
Lori Gates	Grants Officer
Erica Goerling	Instructor/Psychology
James Gray	Instructor/EMT
Amanda Harrison	Coordinator/Resource Center
Michael Hohn	Instructor/Business Administration
Alexa Johnson	Specialist/Academic Advising
Stephanie Karr	Instructor/Medical Terminology
Patricia Kepler	Specialist/Accessibility
Thomas Laxson	Instructor/Aviation Maintenance Tech
Cara Lee	Instructor/Math
Jessica Lee	Instructor/Comp & Lit
Rod Lee	Instructor/Physics
Peggy Lewelling	Instructor/Dental Assist
Darrell Lim	Instructor/Physics
Homayoun Louie	Instructor/Dental Tech
Michael McGovern	Instructor/Art

Billy Merck	Instructor/Comp & Lit
Sam Minnema	Instructor/DST
Maureen Morgan	Advisor/Financial Aid
Nicole Morris	Coordinator/Student Conduct & Retention
Justin Mortensen	Instructor/Ind Draft/Illustration
Jenny Nguyen-Kirchler	Specialist/Student Resource
Israel Pastrana	Instructor/History
Elizabeth Rodrigues	Instructor/Biology
Amanda Sanford	Specialist/Student Resource
Rondi Schei	Online Development Facilitator
Irene Seto	Instructor/Business Administration
Nicole Shappart	Specialist/Academic Advising
Tan Tran	Specialist/Admissions International Student
Leni Tupper	Instructor/Paralegal
Craig Wickenberg	Counselor
Daphne Wu	Instructor/Sup Chain Mgmt/Log Eng

June 27, 2019

19-122

SPECIAL CONTINUOUS APPOINTMENT: FACULTY AND
ACADEMIC PROFESSIONALS

PREPARED BY: Leslie Wilkins, Specialist, Human Resources

APPROVED BY: Lisa Bledsoe, Associate Vice President, Human Resources
Sylvia Kelley, Executive Vice President
Mark Mitsui, College President

The President RECOMMENDS that the following Faculty and Academic Professionals, having fulfilled the required probationary period, be granted special continuous appointment, effective September 1, 2019:

Special Continuous
Appointments

	Job Title
Lee Blackburn	Specialist/Student Resource
Darwin Crabtree	Specialist/Student Resource
Rosa Escobedo	Specialist/Student Resource
Jennifer Hall	Specialist/Student Resource
Joshua Mead	Specialist/Student Resource
Amanda Mooney	Occupational Cluster Trainer
Mark Palmer	Specialist/Student Resource
Bryant Royal	Vocational Trainer
August Stockton	Specialist/Student Resource
Flamur Vehapi	Specialist/Student Resource

June 27, 2019

19-123

AUTHORIZATION TO REPLACE OUR CURRENT
XEROX MANAGED PRINT SERVICE CONTRACT
WITH CTX BUSINESS SOLUTIONS FOR MANAGED
PRINT SERVICES

PREPARED BY: Amber Cagle, District Print Manager, Auxiliary Services

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

APPROVED BY: Mark Mitsui, College President

REPORT: Portland Community College's Information Technology Services and Print Center Department requests Board Approval to authorize the college to contract with CTX Business Solutions to replace Xerox as our vendor for District Managed Print Services. Managed Print Services places each printing device under a monthly management contract that includes all the consumables, replacement parts, and onsite service.

Xerox is currently contracted as our Managed Print Services provider. On March 7, 2019, Xerox was notified of Portland Community College's intent to cancel the Managed Print Services Agreement. Cancellation is effective on June 7, 2019, with no penalty to Portland Community College.

The Print Center and IT are recommending that we transition our Managed Print Services contract to CTX Business Solutions, which is located in Tigard, Oregon. CTX will provide local support of toner replenishment and printer repair that will meet PCC's needs. Additionally CTX will provide an onsite customer service representative to manage PCC's toner inventory and service calls. CTX will allow for storage of toner on every campus. Additionally, they will provide these services at a lower cost than Xerox Corporate has offered us for the past 7 months.

This would allow for significant savings during summer term, as we would be charged for actual printing with no minimum charge.

The CTX Business Solutions- Managed Print Services are on a cooperative procurement contract, The Organization for Educational Technology and Curriculum, #OETC-14R-MPS-CTX. ORS 279A.200 to 279A.225 permit Cooperative Procurements of this nature by Portland Community College.

MWESB: OETC widely advertised this Request for Proposals (RFP) to maximize exposure to all qualified firms. Newspapers in Oregon, Washington, Alaska, Montana, and Idaho published the opportunity. No COBID certified firms submitted a proposal to OETC in response to this RFP.

RECOMMENDATION: That the Portland Community College Board of Directors authorize the utilization of The Organization for Educational Technology and Curriculum agreement with CTX Business Solutions for Managed Print Services. The total estimated annual savings to the college will be \$92,412.00 for a total of \$274,236.00 for three years.

June 27, 2019

19-124

AUTHORIZATION TO EXTEND LEASE FOR CAPITOL
PARK BUILDING FOR THE OFFICE OF PLANNING AND
CAPITAL CONSTRUCTION

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

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

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

REPORT: With Resolution 09-075, the Board authorized a lease at the Capitol Park Building of approximately 5,000 sq. ft. to provide space for staff to operate the Bond Program. Contiguous space was not available on any PCC campus for the program. It is necessary to extend the lease through June 30, 2022, through the end of the 2017 Bond. The initial authorization was for \$460,000. Previous resolutions included 14-069 for \$160,000 to extend lease through June 30, 2016, resolution 16-118 for \$104,000 to extend the lease through June 30, 2017, and resolution 17-091 for \$216,072 to extend the lease through June 30, 2019. An additional \$470,000 is required to extend the lease through the revised date.

This request plus the earlier authorizations totals \$1.4M. Funding for the lease will come from the 2017 Bond funds.

RECOMMENDATION: That the Board of Directors authorize the extension of the lease of the Capitol Park Building through June 30, 2022. The cost for the extension is approximately \$470,000. Expenditures for the lease will be from the 2017 Bond funds.

June 27, 2019

19-125

ESTABLISH PRICE AGREEMENT FOR AMERICANS WITH
DISABILITIES ACT (ADA) DESIGN CONSULTING
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: The College has a need to hire consultants who have the expertise and capability to provide ADA consulting services for construction projects. At this point the precise quantities of those services cannot be defined. Under PCC-48-0270 the College may establish price agreements with qualified consultants to perform these services as needed.

On April 24th, 2019 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 twenty-two (22) firms registered and received a copy of the RFP document along with three (3) plan centres. Of these, eight (8) firms were COBID certified as was one (1) plan center. At the proposal closing time of 2:00 PM May 15th, 2019 the College received four (4) proposals of which one (1) firm was registered with Oregon COBID and one (1) was certified with the State of Washington Office of Minority & Women's Business Enterprises. The consultant proposals were evaluated based on experience, overall project and schedule and social responsibility approach. Review committee member scores were added together and averaged to reach a final score with a maximum of 80 points.

Contractor:	Points:
Code Unlimited ¹	75
Studio Pacifica ²	71
Endelman & Associates	69

Tindale Oliver	62
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¹ Code Unlimited is registered with the State of Oregon as both a Minority Owned Enterprise and a Women Owned Enterprise

²Studio Pacifica is registered with the State of Washington as a Women Owned Enterprise

Expenditures are unknown at this time, however fees on any single project will not exceed \$250,000

RECOMMENDATION: That the Board of Directors authorize PCC to create Price Agreements for ADA Consulting Services with Code Unlimited, Studio Pacifica and Endelman & Associates. Funding will be from Bond Funds, Capital Projects Funds and General Funds as needed.

June 27, 2019

19-126

ESTABLISH PRICE AGREEMENT FOR ARCHITECTURAL,
ENGINEERING AND LANDSCAPE ARCHITECTURAL
DESIGN CONSULTING 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: The College has a need to hire consultants who have the expertise and capability to provide architectural, engineering and landscape architectural services for construction projects. At this point the precise quantities of those services cannot be defined. Under PCC-48-0270 the College may establish price agreements with qualified consultants to perform these services as needed.

On April 24th, 2019 the Request for Proposals (RFP) was advertised in the Daily Journal of Commerce, State of Oregon (ORPIN), Portland Observer, and the PCC solicitation website. In addition P&CC staff reached out all identified COBID registered firms who could provide these services. A total of ninety (90) firms registered and received a copy of the RFP document along with five (5) plan centres. Thirty (30) firms were COBID certified as was one (1) plan center. At the proposal closing time of 2:00 PM May 16th, 2019 the College received thirty (30) proposals of which twelve (12) were registered with Oregon COBID.

The consultant proposals were evaluated based on experience, overall project and schedule and social responsibility approach. Review committee member scores were added together and averaged to reach a final score with a maximum of 80 points.

Contractor:	Points:
DAO Architecture¹	76

BRIC Architecture¹	74
Studio Petretti Architecture¹	73
Mayer/Reed Inc¹	72
OPSIS Architecture	72
Glumac	72
Shapiro Didway¹	72
Walker Macy	72
OH Planning and Design Architecture¹	71
Woofter Architecture¹	71
FFA Architecture + Interiors	71
Holst Architecture¹	71
Bainbridge Design¹	70
BBL Architects ¹	69
CIDA	69
Clark Kjos Architects	69
Waterleaf Architecture	68
R&W Engineering	67
AXIS Design Group	67
Deca, Inc.	67
Ice Corporation ¹	65
DiLoreto Architecture	63
Scott Edwards Architecture	63
SRG Partnership	62
Mackenzie	60
MCA Architects	58
Gensler	58
KCL Engineering	57
Orange Wall Studios	57
William/Kaven Architecture	55

¹ Firms are registered with State of Oregon COBID.

Firms that scored 70 or over were invited for interview and scored out of 100. The scores were combined to create a final list of recommended firms.

Contractor:	Points:
DAO Architecture¹	174
BRIC Architecture¹	168
Studio Petretti Architecture¹	168
Glumac	166
Walker Macy	166
Bainbridge Design¹	166
Holst Architecture¹	163

OPSIS Architecture	163
Mayer/Reed Inc¹	162
Woofter Architecture ¹	158
Shapiro Didway ¹	153
FFA Architecture + Interiors	153
OH Planning and Design Architecture ¹	152

¹ Firms are registered with State of Oregon COBID.
Of the firms chosen six of the nine are COBID firms.

Expenditures are unknown at this time, however fees on any single project will not exceed \$250,000

RECOMMENDATION: That the Board of Directors authorize PCC to create Price Agreements for Design Services with DAO Architecture, BRIC Architecture, Studio Petretti Architecture, Glumac, Walker Macy, Bainbridge Design, Holst Architecture, OPSIS Architecture and Mayer/Reed Inc. Funding will be from Bond Funds, Capital Projects Funds and General Funds as needed.

June 27, 2019

19-127

AWARD CONTRACT FOR DISTRICT WIDE HVAC
CONTROLS UPGRADE

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 College has standardized its Heating, Ventilation and Air
Conditioning (HVAC) controls to use either Honeywell or
Distech controllers running an open-source software
package called Tridium.

The existing controls are aging and cannot run the latest
version of the Tridium software. Replacement of the controls
is required. This replacement includes upgrading to the
latest software and moving the servers into the College Data
Center.

On April 23rd, 2019 the Request for Proposals (RFP) was
advertised in the Daily Journal of Commerce, State of
Oregon (ORPIN), Portland Observer, and the PCC
solicitation website. Notice of the proposal was also sent all
appropriate COBID firms. A total of seven (7) firms
registered and received a copy of the RFP document along
with eight (8) plan centers. Of these one (1) plan center was
COBID certified. Five (5) firms attended the mandatory pre-
proposal meeting. At the proposal closing time of 2:00 PM
May 15th, 2019, the College received three (3) proposals.
The contractor proposals were evaluated based on
experience, overall project and schedule, social
responsibility approach and fee structure. Review
committee member scores were added together, averaged
and then the points for price were added to reach a final
score with a maximum of 100 points.

Contractor:	Points:
Northwest Control Company	88
MacDonald Miller	70
Hunter Davison	65

Despite outreach efforts by P&CC staff no COBID firms submitted a proposal. The successful vendor (NCC) intends to self-perform all the work with no sub-contractors.

The total cost of District Wide Controls Contract, including a 10% contingency, is \$569,545

RECOMMENDATION: That the Board of Directors authorize PCC to negotiate a contract for District Wide HVAC Controls Upgrade with Northwest Control Company. Funding will be from 2017 Bond Funds.

June 27, 2019

19-128

APPROVE INTER-GOVERNMENTAL AGREEMENT WITH
THE CITY OF PORTLAND FOR CONSTRUCTION
WORKFORCE DIVERSITY TRACKING

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: At the April 18th, 2019, the Board approved BA19-100 to affirm Board policy on COBID participation on bond-funded projects and to establish aspirational goals for workforce diversity on construction projects.

The College has determined that the most cost-effective way to track construction workforce diversity is to partner with the City of Portland Bureau of Revenue and Financial Services. The City has an established unit that provides these services for the City and other public agencies in the Metro area. Partnering with the City will save the College the costs of acquiring specialized software to track and report this data and the staff costs of entering data and producing reports.

The proposed price from the City is \$58,508 annually to track six (6) projects a year. Over the life of the 2017 bond the anticipated costs are \$234,032.

RECOMMENDATION: That the Board of Directors authorize PCC to execute an Inter-Governmental Agreement with the City of Portland for Construction Workforce Diversity reporting services. Funding will be from 2017 Bond Funds.

June 27, 2019

19-129

APPROVE EARLY WORK AMENDMENT FOR
MORTENSON FOR OREGON MANUFACTURING
INNOVATION TRAINING 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 17, 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. This fee covered preconstruction through detailed design services for the project for an overall budget of \$9M. On May 16, 2019 per Board Resolution BA19-105 the Board of Directors authorized an increase in the design fee to reflect the expanded scope and budget of the project.

Both resolutions required the college to seek Board approval when the Guaranteed Maximum Price (GMP) for construction was established. It is expected that the GMP will be ready for approval by the September 2019 board meeting. However, to meet the construction schedule we need to start work after PCC takes ownership of the land in July 2019. This work comprises site preparation, foundations, utilities and ancillary work. The cost of this early work package is \$8,882,705 including a contractor held contingency.

RECOMMENDATION: That the Board of Directors authorize PCC to execute an amendment to the contract with Mortenson Construction for \$8,882,705 for an Early Works Package. Board approval will be requested when the proposed Guaranteed Maximum Price for construction is established. Funding will be from Bond funds.

June 27, 2019

19-130

APPOINTMENT OF DELEGATES TO ATTEND THE
ASSOCIATION OF COMMUNITY COLLEGE
TRUSTEES (ACCT) 2019 COMMUNITY COLLEGE
ANNUAL LEADERSHIP CONGRESS IN SAN
FRANCISCO, CA FROM OCTOBER 16-19, 2019

PREPARED BY: Jeannie Moton, Executive Coordinator, Office of the President

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 Leadership Congress in San Francisco, CA, from October 16-19, 2019.

RECOMMENDATION: That the Board of Directors appoint Mohamed Alyajouri, Hannah Alzgal, Denise Frisbee, Jim Harper, Tiffani Penson, Michael Sonnleitner, Alex Diaz Rios and the Zone 5 Director as delegates to represent the College at the ACCT Leadership Congress.

June 27, 2019

19-131

APPOINTMENT OF DELEGATES TO ATTEND THE
ASSOCIATION OF COMMUNITY COLLEGE
TRUSTEES (ACCT) 2019 NEW TRUSTEE
GOVERNANCE LEADERSHIP INSTITUTE IN
WASHINGTON DC FROM AUGUST 8-10, 2019

PREPARED BY: Jeannie Moton, Executive Coordinator, Office of the President

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 2019 New Trustee Governance Leadership Institute in Washington DC from August 8-10, 2019.

RECOMMENDATION: That the Board of Directors appoint Hannah Alzgal, Tiffani Penson, Alex Diaz Rios as delegates to attend the 2019 New Trustee Governance Leadership Institute.

June 27, 2019

19-132

APPROVE TECHNICAL CORRECTIONS TO BOARD
OF DIRECTORS AUDIT COMMITTEE CHARTER AND
INTERNAL AUDITOR CHARTER

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

APPROVED BY: Mark Mitsui, College President

REPORT: According to the Institute of Internal Auditors (IIA) International Professional Practices Framework (IPPF), the chief audit executive must periodically review the audit charters and present them to the Board for approval. The PCC Board initially approved the Audit Committee charter on February 18, 2010 by Resolution 10-065 and the Internal Auditor charter on September 17, 2015 by Resolution 16-032. Technical corrections were made to the Audit Committee charter on May 20, 2010 by Resolution 10-099 and on June 21, 2012 by Resolution 12-133.

The Internal Auditor identified additional necessary edits to the charters. These edits will help to ensure proper grammar and formatting, alignment with internal audit standards and current practice, appropriate inclusion of the Vice President of Finance and Administration, and consistency in describing the Audit Committee's advisory role.

RECOMMENDATION: Approve technical corrections to the Board of Directors Audit Committee Charter and Internal Auditor Charter, as noted in Exhibit B.



**Charters of the Board of Directors Audit Committee
and
Internal Auditor**

I. Board of Directors Audit Committee

A. Purpose

The Audit Committee of the Board of Directors of Portland Community College is established by resolution to assist the Board in fulfilling its oversight responsibilities relating to:

1. Integrity of the College financial records including the financial statements;
2. Retaining the independent (external) auditor and assuring qualifications and independence;
3. Ensuring the independence and performance effectiveness of the external and internal audit functions;
4. Sufficiency of the system of disclosures and internal controls regarding finance, accounting, legal compliance and ethics as established in Board policy; and
5. Operation performance of the College, particularly with regard to the business risks for the College and the sufficiency of the College's risk mitigation programs.

B. Organization

The Audit Committee is a committee created by the Board of Directors as a whole.

C. Policy

1. The Audit Committee is comprised of four members. Two members are members of the Board of Directors. Two members are citizens residing in the College District.
2. The term of membership is four years.
3. Members may serve two consecutive terms.
4. Committee members from the PCC Board will be designated by the Board through resolution.
5. One of the Board members on the committee shall be designated as Audit Committee Chair and the other shall be designated as Audit Committee Vice Chair by Board resolution.
6. The pool of candidates for consideration as College District committee members is comprised of responses to a public "request for participation" prepared by the Board, and of nominations made by Board members. The Audit Committee will review and evaluate

- candidates from those recommendations, and select a number of well-qualified candidates for interview. Interviews shall be conducted by the Audit Committee Chair, Vice Chair, Internal Auditor, Vice President of Finance and Administration, any existing College District committee members and up to two additional Board members. Following the interviews, the interviewers shall meet to ~~discuss agree upon~~ which candidate(s) the Internal Auditor will ~~be recommended~~ to the Board for consideration. The selection of the College District committee member(s) shall be at the pleasure of the Board.
7. In the event a citizen member cannot serve the entire term, the process outlined in C.6 shall be used to select a replacement.
 8. If permitted by the qualifications and experience of members of the PCC Board of Directors who might serve on this committee, three of the four committee members must have financial management expertise sufficient to fulfill their responsibilities, as determined by the PCC Board as a whole.
 9. The College President will be an ex-officio member of the committee, in order to ensure effective staff support for the committee's efforts.

D. Procedure

1. The Audit Committee will meet at least twice annually:
 - a. To hear and comment on the annual audit plan(s) as proposed by staff and the external and ~~i~~internal ~~A~~auditor. At this meeting, the Committee may provide ~~recommendations~~ feedback as to particular areas of focus for the upcoming audit activity. Both College staff (as designated by the College President) and the external audit firm's ~~partner-level~~ audit principal will attend.
 - b. To hear and comment on the draft annual audit report as prepared by the external audit firm prior to its submission to the College Board of Directors. To also hear and comment on the annual internal audit report prepared by the ~~i~~internal ~~A~~auditor prior to its submission to the College Board of Directors.
2. The Audit Committee will report on its meetings at the next regular meeting of the Board as a whole.
3. The Committee may consider an additional meeting to review and comment on the College's proposed Consolidated Annual Financial Report (CAFR).
4. The committee may call special meetings with the concurrence of three of the four committee members.

E. Authority

1. The Audit Committee is an advisory committee to the Board of Directors and has no independent authority not granted to it by resolution of the Board of Directors.
2. As a committee of the Board, the Audit Committee does not possess management control authority over College staff, nor does it have supervisory authority over the external or internal audit functions.
3. The agenda for the Board Audit Committee meetings is set by the

Chair of the Committee with input from the Internal Auditor, College Board, ~~and~~ President, and Vice President of Finance and Administration.

F. Specific Responsibilities

The committee shall:

1. Review external and internal audit plans and results ~~and make recommendations to the Board~~ prior to their submission by external auditors or by the Internal Auditor to the Board as a whole.
2. Report to the Board its ~~findings and~~ opinions regarding the College response to the internal and external audit results.
3. Review specific areas of future ~~external~~ audit focus for consideration, and ~~recommend provide feedback and opinions to specific areas of future internal and external audit focus for consideration by~~ the Internal Auditor, College President, and Board of Directors.

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G. Sunset

The Audit Committee may be dissolved by resolution of the Board as a whole.

II. Internal Auditor

A. Purpose

The Internal Auditor's ~~("the auditor")~~ role is to support the mission and values of Portland Community College by providing objective and, independent, consulting and assurance services that will augment the organization's operations and programs. The auditor helps to ensure that the institution's resources, assets, and program operations are systematically evaluated and risks are appropriately defined and rigorously managed. In carrying out their duties and responsibilities, the auditor shall have full, free, and unrestricted access to all College records, property, and personnel except where such access may be limited or barred by federal or state law, or the provisions of a relevant collective bargaining agreement. No private agreement between PCC and a third party shall be used to limit the applicability of this section.

B. Objectives

1. Establish an ongoing, independent capability to review all College operations, including affiliated organizations where appropriate, to:
 - a. Ensure compliance with statutes, regulations, and policies;
 - b. Review reliability and integrity of financial data, operating information, and the means used to identify, measure, classify and report it;
 - c. Make value-added recommendations for improvements regarding economy, quality, continuous improvement, and effectiveness;
 - d. Assess opportunities for improving management control, economic effectiveness, and the organization's image; and

- e. Perform appropriate follow-up procedures and assess the effectiveness of actions taken.
2. Establish an ongoing, collaborative risk assessment process managed by the Internal Auditor, and includes the College President and senior management campus presidents. The auditor will:
 - a. ~~The auditor will~~ Facilitate conversations and exercises in a multi-layered risk assessment approach, initiating with the College President, campus presidents and senior management, then secondarily with line management and personnel in the identification of potential risks.
 - b. ~~The auditor will~~ Report on significant legislative or regulatory issues impacting the organization.
 - c. ~~The adequacy of~~ Evaluate internal controls supporting operations ~~will be evaluated.~~
 - d. Identify operations with significant operating exposure to a campus and/or the overall College where appropriate internal controls are not evident; these will be defined as potential high risk.
 - e. ~~Communicate and discuss~~ Potential high risk exposures at the institution will ~~be communicated and discussed~~ with the College President and Board of Directors.
 - f. ~~Consideration further evaluation will be given by the President and/or Board for further evaluation~~ of the risk exposure as part of a more detailed internal audit analysis.
 - g. Utilize ~~R~~ risk assessment outcomes ~~will be utilized~~ in development of a prioritized annual internal audit work plan based on recognized levels of risk exposure and possible resulting liabilities.
 - h. ~~Audit outcomes will~~ include recommendations for consideration by the College President and/or the Board to strengthen internal controls through a change in operational and/or financial practices, documented policies, guidelines, etc.
3. Serve as in-house management consultants to the Board and College President, who may request assistance from the auditor on an as-needed basis to review special issues, including strategic plan initiatives, and/or conduct such audits on the campuses and in the District Offices as may be requested.
4. Suggest to the College President plans for the audit function for the forthcoming year and the rationale for such audits. With the concurrence of the College President, submit the annual audit plan to the College President for presentation the annual audit plan to the Audit Committee for review feedback, and recommend the annual audit plan to the Board for and ultimate approval.
 - a. Implement the annual audit plan as approved, including special requests by the College President.
 - b. Issue periodic reports to the College President and to the Board summarizing the results of the audits.

- c. Immediately report to the College President any significant findings that would jeopardize the College's legal standing or represent a significant immediate risk.
- d. Coordinate with and provide oversight of other controls and monitoring functions related to risk management, compliance, security, ethics, and environmental issues.

C. Policy

1. The auditor shall serve as in-house management consultants to the College. The College President ~~and senior management or the campus presidents~~ may request assistance from the auditor on an as-needed basis to review special issues, including strategic plan initiatives, and/or conduct such audits on the campuses and in the District Offices as may be requested.
2. The auditor will have no direct responsibility or authority for any of the activities or operations under review. An internal audit does not relieve other persons in the College of the responsibilities assigned to them.
3. The auditor is not authorized to:
 - a. Perform any operational duties for the organization.
 - b. Initiate or approve accounting transactions external to their role.
 - c. Hire or engage external entities in the process of audit functions without the express written permission of the College President.
4. The College President, ~~in consultation with the Board of Directors Audit Committee,~~ shall review and approve requests for assistance to conduct special reviews and investigations.
5. The auditor shall follow the College's ~~Investigation~~*Internal Audit Procedures*, when ~~assisting the Audit Committee, College President, and campus presidents in~~ conducting investigations.
6. The auditor's cost shall be funded through the College's biennial budget process.
7. The scope of work of the auditor shall encompass all College operations, including affiliated organizations where appropriate, with the exception of academic instruction by the faculty.

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D. Reporting Responsibilities

1. The results of audit engagements, the conclusions formed, and the recommendations made will be promptly reported by the auditor to the appropriate administrative personnel. Management is responsible for seeing that necessary and appropriate corrective action on any reported deficient conditions is either planned or taken within a reasonable period of time after receipt of a report disclosing those conditions. Management will include a written response in the formal audit report indicating the actions to be taken to correct the deficiencies noted. The response should include a timetable for anticipated completion of any action to be taken and a justification for any recommendations that will not be addressed.
2. Draft audit reports are internal working documents and as such are the basis for college staff to clarify audit findings. Audit reports are to

include an executive summary, as well as a measure of the seriousness of the findings and associated risks.

3. The auditor will submit an annual report to the College President, to the Chair of the Audit Committee, and to the College Board of Directors that summarizes the internal auditing activities of the previous year. All completed reviews, special projects, and investigations conducted by the auditor shall be made available to the Audit Committee of the Board of Directors and College President; these will also be made available to the campus presidents for issues applicable to their campus.

E. Standards of Audit Practice

The Internal Auditor, in carrying out the internal audit function, shall abide by the following mandatory elements of the International Professional Practices Framework (IPPF) as promulgated by the Institute of Internal Auditors (IIA):

1. Core Principles for the Professional Practice of Internal Auditing,
2. Definition of Internal Auditing,
3. Code of Ethics,
4. International Standards for the Professional Practice of Internal Auditing

Optional recommended elements of the IPPF including implementation and supplemental guidance will also be considered.

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June 27, 2019

19-133

COMMENDATION OF STATE SENATOR AND 2016 PCC
DIAMOND ALUM JACKIE WINTERS

PREPARED BY: Jeannie Moton, Executive Coordinator

APPROVED BY: Mark Mitsui, College President
Kali Thorne Ladd, Chair, Board of Directors

REPORT: State Senator Jackie Winters recently passed after a prolonged battle with cancer. Her academic journey began right about the time PCC became a community college. Winters graduated from Portland Public Schools and enrolled in its adult vocational program that would later become PCC in 1961. Her experience at the fledgling community college led her to the Oregon University System's Continuing Education Program where she studied Intergovernmental Relations.

Winters was first elected to the Oregon House in 1998 and then to the Senate in 2002. She became Senate minority leader in 2017, but had to relinquish the position due to her health. She served on the Legislature's Ways and Means budget committee, was the first African-American Republican elected to office in the state, and the longest serving female Republican senator in the history of Oregon.

Her community leadership included chairing Salem's first million dollar United Way campaign, starting Oregon's first food share program, and helping to establish the Oregon NW Black Pioneers Association that raises money for student scholarships. She also served on the Salem-Keizer Blue Ribbon Committee for Excellence in Education, and was a member of the Board of Directors of the Oregon College of Education Foundation, now the Western Oregon University Foundation.

Winters received numerous awards and recognitions, including: the Salem Area Chamber of Commerce First Citizen Award, the National Alliance on Mental Illness "New Freedom Award", "Drum Major Award," NAACP President's Award for Advancing the Cause of Civil Rights in Oregon, Willamette University Community Service Award, Oregon Health Care Achievement, Oregonians for Food and Shelter Award (four times), Family Building Blocks Most Valuable Players Award, City of Salem Distinguished Service Award (twice), United Way Outstanding

Achievement Award, United Way Gold Award, Salem Keizer Schools Appreciation Award, Multi-Culture Law Students (twice), and was named to the International Women's Who's Who list.

RECOMMENDATION: That the PCC Board of Directors posthumously acknowledge and commend State Senator Jackie Winters for her leadership and long-standing support and partnership with Portland Community College and higher education.

June 27, 2019

19-134

COMMENDATION OF COMMUNITY PARTNER AND
SUPPORTERS SAM BROOKS AND MARGARET BROOKS

PREPARED BY: Karin Edwards, Campus President, Cascade Campus

APPROVED BY: Mark Mitsui, College President
Kali Thorne Ladd, Chair, Board of Directors

REPORT: Sam and Margaret Brooks have been influential leaders in Portland and throughout the State of Oregon for many years. They have used their influence to support and partner with Portland Community College in a myriad of ways.

- 1) Sam established the first business incubator program on the Cascade Campus
- 2) Sam served on the PCC Foundation Board
- 3) Sam served on the District President's "Kitchen Cabinet"
- 4) Through OAME, Sam routinely invites administrators from the college to provide information and updates about the college at the monthly Coffee and Issues meetings
- 5) Sam publicly supported the college's bond requests
- 6) OAME held a program for young entrepreneurs at the Cascade Campus
- 7) Sam consistently maintained representation from PCC on the OAME Advisory Board
- 8) Working collaboratively with PCC's SBDC, Sam and OAME help emerging business owners
- 9) Through the Brooks Foundation, Margaret supports single mothers who are PCC students
- 10) Margaret currently serves as a member of the Cascade Campus President's Council

RECOMMENDATION: That the Board of Directors acknowledge and commend Sam Brooks and Margaret Brooks for their outstanding and long-standing support and partnerships with Portland Community College.

June 27, 2019

19-135

APPOINTMENT OF A BOARD MEMBER TO FILL THE
VACANCY IN ZONE 5 IN ACCORDANCE WITH ORS
341.335(3) FOR THE REMAINDER OF THE TERM
THROUGH JUNE 30, 2021

PREPARED BY: Jeannie Moton, Executive Coordinator, Office of the President

APPROVED BY: Mark Mitsui, College President
Kali Thorne Ladd, Chair, Board of Directors

REPORT: At the April 18, 2019 Public Meeting of the Portland Community College Board of Directors a motion was approved to declare Zone 5 vacant in accordance with ORS 341-335(1)a. Director Valdez Bravo has had a change of residence, therefore he will have to resign his board position on June 30, 2109.

The Board solicited interested electors within Zone 5 of the PCC District to submit applications to fill the vacancy. Six (6) applications were received and the Board reviewed the applications and held interviews on June 10, 2019. The applicant pool was narrowed to two (2) applicants who were interviewed on June 20, 2019.

RECOMMENDATION: That the Board approve the appointment of Dan Saltzman to serve as the Zone 5 Board member for the remainder of the term through June 30, 2021.



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.