



# Board of Directors **Business Session**

July 18, 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

Portland Community College Board of Directors  
PO BOX 19000, Portland, Oregon 97280

July 18, 2019  
Sylvania Campus  
12000 SW 49<sup>th</sup> Avenue, Portland, OR 97219

## AGENDA

- |         |   |               |
|---------|---|---------------|
| 5:30 PM | <b>Board Dinner</b>   | CC 233C       |
| 6:00 PM | <b>Executive Session</b><br>In accordance with ORS 192.660 (2), (d) labor negotiations,<br>(e) real property  |               |
| 6:30 PM | <b>Call to Order—Business Session</b> <ul style="list-style-type: none"><li>• Introductions</li><li>• Approval of Agenda</li><li>• Approval of Minutes-June 27, 2019</li></ul>  | CC 233A and B |
| 6:35 PM | <b>Swearing in of Officials</b> <ul style="list-style-type: none"><li>• Swearing In of Hannah Alzgal, Student Board Member</li><li>• Swearing In of Elected Officials:<ul style="list-style-type: none"><li>○ Tiffani Penson, Zone 2</li><li>○ Dan Saltzman, Zone 5</li><li>○ Alex Diaz Rios, Zone 7</li></ul></li><li>• Election of 2019-2020 Chair and Vice Chair</li><li>• Swear in Chair and Vice Chair</li></ul> |               |
| 6:45 PM | <b>Recognition</b> <ul style="list-style-type: none"><li>• Mohammad Abdul Karim, Student Board Member</li></ul>   |               |
| 6:50 PM | <b>Information Sessions</b> <ul style="list-style-type: none"><li>• Pathways to Opportunity and STEP Expansion—Marc Goldberg, Associate Vice President, Community Education and Workforce Development and Kate Kinder, Director, Career Pathways (20 minutes)</li><li>• President's National and Local Board Service—Mark Mitsui (10 minutes)</li></ul>   |               |
| 7:20 PM | <b>Public Comment on Agenda Items</b> (A sign-up sheet is on a table at the entrance of the meeting room.)  |               |
| 7:25 PM | <b>Business Session</b>   |               |

**Consent Agenda:** (All items will be approved by consent agenda unless an item is withdrawn by request of a member of the Board.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

	<u>PERSONNEL</u>	<u>Page</u>
20-001	Approval of Personnel Actions– July 18, 2019 .....	001
	<b>Academic Professional Appointments:</b> William Butler-Paisley, Academic Advising Coordinator, Office of the Dean of Student Development, Sylvania Campus Ricci Elizabeth, Employment Specialist, Workforce Development and Continuing Education (NonGeneral Fund) Talina Villao, Employment Specialist, Workforce Development and Continuing Education (NonGeneral Fund)	
	<b>Faculty Appointment:</b> Samuel Barbara, Instructor, Choral Music, Business, Applied Technology and College Prep Division, Rock Creek Campus Karen Embry, Instructor, Composition/Rhetoric, Social Science, Communication and Health Division, Rock Creek Campus Gabriel Higuera, Instructor, Ethnic Studies, Social Science, Communications and Health Division, Rock Creek Campus Sara Hill, Instructor, Dental Hygiene, Health Professions and Physical Education Division, Sylvania Campus Lauren Hull, Instructor, Geography, Social Science, Communications and Health Division, Rock Creek Campus Michelle Huss, Instructor, Biology, Science and Technology Division, Rock Creek Campus Jane Loverin, Instructor, Exercise Science, Health Professions and Physical Education Division, Sylvania Campus Daniel Zuniga, Instructor, Automotive Technology, Engineering and Industrial Technology Division, Sylvania Campus	
	<b>Continuous Appointments:</b>	
20-002	Continuous Appointment: Faculty and Academic Professionals .....	007
20-003	Special Continuous Appointment: Administration ..	008
20-004	Continuous Appointment: Administration .....	009

BIDS/CONTRACTS

20-005	Approve Expenditures for Sylvania Bookstore HVAC Replacement .....	009
20-006	Authorization to Contract to Provide Emergency Power Supply Systems Maintenance and Repair Services .....	110

#### BOARD

20-007	Apply to the State Board of Education for Approval of the Activity Professional Less than One-Year Career Pathway Certificate for Portland Community College .....	112
20-008	Authorization Payment for Oregon Community College Membership Dues .....	113

7:30 PM      **Public Comment on Non-Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)

7:35 PM      **Reports** (5 minutes each)

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

8:00 PM      **Adjournment**

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The Board of Directors meetings are held in accordance with open meeting laws and accessibility requirements. If a person with a disability needs assistance in order to attend or participate in a meeting, please notify the Board of Director's Office at least 48 hours in advance by calling (971) 722-4365 or by email at boardresolutions@pcc.edu. 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  
June 27, 2019  
Sylvania Campus  
12000 SW 49<sup>th</sup> Avenue, Portland, Oregon 97219

## **BOARD MEETING MINUTES**

### **ATTENDANCE**

Mohamed Alyajouri, Valdez Bravo, Denise Frisbee, Vice Chair Jim Harper, Chair Kali Thorne Ladd, Deanna Palm and Michael Sonnleitner.

### **WORK SESSION**

The board met for a work session to hear various reports. Emma Kallaway provided an update to the board on the legislative session in Salem. President Mitsui updated the board on the dashboard that is being developed. Denise Frisbee updated the board on work that OCCA is taking on.

### **CALL TO ORDER**

Chair Thorne Ladd called the business meeting to order at 7:03 pm.

### **APPROVAL OF THE AGENDA**

A motion was made to remove resolution 19-116 from the consent agenda. Frisbee/Palm

The June 27, 2019 agenda was approved as amended. Bravo/Alyajouri

The May 16, 2019, June 10, 2019 and June 20, 2019 meeting minutes were approved as published. Harper/Palm

### **RECOGNITION**

Governance Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting (CAFR Program). This is the 27th year that the PCC Finance Team has received this award. This award was established to encourage state and local governments to go beyond the minimum requirements of generally accepted accounting principles, in the spirit of transparency and full public disclosures. President Mitsui presented Jim Croft, Sally Gregory and the Finance Team with the certificate.

National Institute for Staff and Organizational Development (NISOD) is a membership organization committed to promoting excellence in teaching, learning and leadership at community and technical colleges. For over 40 years NISOD has provided programs and resources for community and technical colleges that want to make the most of their professional dollars. This year's PCC Award recipients include: Becca Parker Love, Jim Earley, Danielle Parker, Josh Cary, Josh Laurie, Laura Horani, Maylorie Townsend, Michael Bene, Sarah Elsasser, and Zoe Cooper-Caroselli.

Sam and Margaret Brooks, Community Leaders and PCC Partners 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 PCC in a myriad of ways. Sam established the first business incubator program on the Cascade Campus, served on the PCC Foundation Board, and served on the District President's "Kitchen Cabinet." Through Oregon Association of Minority Entrepreneurs (OAME) Sam routinely invites administrators from the college to provide information and updates about the college at the monthly Coffee and Issues Meeting. Sam has publicly supported the college's bond requests and consistently maintained representation from PCC on the OAME advisory board. Through the Brooks Foundation, Margaret supports single mothers who are PCC students and she currently serves as a member of the Cascade Campus President's Council. Chair Thorne Ladd presented Sam and Margaret Brooks with a certificate and key to the college.

Board Service Appreciation for Valdez Bravo, Deanna Palm and Kali Thorne Ladd. Valdez Bravo was elected in 2017 but because of a recent move out of his Zone, he will be stepping down effective June 30. As a first generation Latino college student, an Army veteran, a former PCC student, instructor and advisory board member, he brought a diverse set of perspectives to the PCC Board of Directors. He was given a certificate and key to the college.

Kali Thorne Ladd was appointed to the PCC Board of Directors after the death of long standing board member Harold Williams. With her appointment in 2012 she was the second African American female to serve on the board and the first African American female chair in PCC history. She was given a certificate and a PCC gavel.

Deanna Palm has served on the board since 2009 and has been a fearless advocate for Workforce and CTE. Director Palm was awarded a certificate and a gavel.

### **ADJOURN AS BUSINESS SESSION AND CONVENE AS COLLEGE BUDGET COMMITTEE**

Review of Proposed Budget – Eric Blumenthal asked the board to approve supplemental budget for 2017-2019 and the proposed budget for 2019-2021. Eric stated that this year PCC made the supplemental budget a public hearing and announced it in the Oregonian because of the issuance of the pension obligation bonds from last November. This authorizes transfers between appropriation units, money coming out of the contingency for individual appropriation units, changes in total budget authority because of the issuance of the bonds and use of the bond proceeds to pay the issuance cost for the general obligation costs of FY 2018.

The proposed budget is the same budget that was brought to the Board in April 18, 2019 and there are no changes or corrections made to the budget since that meeting. Eric met with the Tax Supervising and Conservation Commission, which is a requirement because PCC operates and levies taxes within Multnomah County. The budget was reviewed by the Executive Director Craig Gibbons, whom he met with a couple times to go through the proposed budget. On June 15th PCC held a public hearing at the Downtown Center, which

a number of board members attended. We received certification from the Tax Supervising and Conservation Commission that day and are now able to move forward with adopting the proposed budget.

Public Comment - None

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

Adopt the Supplemental Budget for the FY 2017-2019 Biennium in accordance with ORS 294.463-473

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

Motion to call for the vote moved by Bravo/Sonnleitner. All approve and motion Passes.

Adopt the proposed Budget for FY 2019-2021 Biennium in accordance with ORS 294.456

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

Motion to call for the vote moved by Palm/Alyajouri. All approve and motion passes.

### **INFORMATION SESSIONS**

Sylvania Campus Update—Dr. Lisa Avery

Dr. Avery tried something different for this campus update. She highlighted how the work at Sylvania overlaps and intersects with the President's Work Plan, especially with instructional excellence. Dr. Avery presented a few examples of what Sylvania Campus has been doing to focus on and highlight instructional excellence. She recognized Karen Paez, Dean of Instruction and Linda Fergusson-Holmes, TLC Coordinator who have done an outstanding job of broadening the scope of who is participating in faculty development, expanding the audience that they are reaching, and casting a wider net for the way our TLC serves faculty and accordingly students.

Educational Advisory Committee (EAC) Update—Josephine Pino, Chair of EAC

The EAC and its six standing committees represent shared governance bodies of PCC. The EAC operates under current bylaws that allow for up to 49 members, the majority of who are full time faculty members, up to 25 full time faculty; it also includes part time faculty, members of student affairs, administration and operations. We currently have a task force that has examined the issue of member representation with best practices research. The focus of the majority of EAC work is to consider and recommend policy and curricular proposals to the PCC president. The EAC meets monthly, additionally the EAC Leader Team comprised of Josephine and the chairs of the six standing committees meet



monthly with the Vice President of Academic Affairs, Vice Presidents of Student Affairs, and President Mitsui. Josephine would like to recognize Pete Haberman, Wendy Palmer and Allison Allen Hall who are stepping down from their roles as chairs of standing committees. William Butler-Paisley will be serving as the new Student Development Committee (SDC) Chair, Blake Hausman will chair the Academic Policies and Standards (APS) Committee, and Dr. Heather Mayer will chair the Advancement of Educators Committee. APS Committee's primary responsibility is to review and develop the academic policies and standards of the college and to recommend them to the EAC and then the President if voted upon favorably. The EAC has added a Sanctuary Statement, an updated student code of conduct and a statement to the syllabus inspired by a Critical Race Theory workshop. There is ongoing work on revising the grading guidelines, creating a new transfer credit policy and collaborated with degrees and certificates to establish degree requirements. The Advancement of Educators Committee was established as a standing committee two years ago. The Curriculum Committee's primary responsibility is the overall integrity of courses, they review and recommend new courses, revision to courses, general education designations, cultural literacy designations, and embedded related instruction. Over the past few years the college has been working to develop a new framework for our general education program. The key component of the new framework is aligning our general education program with our general education outcomes, previously known as core outcomes, and making sure they are assessed. Every course that wants to be on the gen ed list must submit a signature assignment that maps to a rubric that aligns with that outcome, which gives us a means of assessing our gen ed outcomes. A number of ad hoc committees were created to assess these outcomes. GEARS (the General Education Assessment Review Subcommittee) is a subcommittee of the Curriculum Committee. This "ad hoc" subcommittee will be responsible for reviewing and recommending courses that apply to be part of the General Education program under PCC's new framework. It is comprised of faculty with expertise from the following groups: CC, DSACs, LAC, and D&C. GEARS reviewed 507 courses and started discussing how to incorporate an equity lens and inclusive language into our review process. Degrees and Certificates (DAC) Committee ensures the value, viability, and vitality of PCC degrees and certificates to students, employers, transfer institutions, faculty and state. Created four new certificates: AAS-CIS: Cybersecurity, AAS-DSTE: Caterpillar Electric Power-ThinkBig AAS, ACERT-LAT: Arboriculture Less Than One-Year Certificate, and ACERTP-GRAP: Activity Professional Certificate. The Student Development Committee, whose responsibility is to review and recommend policies and procedures that directly affect student life, created a new Student Code of Conduct.

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

None

### **BUSINESS MEETING**

Chair Thorne Ladd proposed approval of Resolutions 19-109 through 19-134, excluding 19-116. Palm/Frisbee

Chair Thorne Ladd announced a Commendation for State Senator and 2016 PCC Diamond Alum Jackie Winters who recently passed away.

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.  
Harper/Palm

Alyajouri - Yes, Sonnleitner - No, Harper - Yes, Thorne Ladd - Yes, Palm - Yes, Frisbee - Yes, Bravo - No      5 Yeas - 2 Nays      Appointment passes.

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

None

### **REPORTS**

Classified: Jeff Grider

Faculty and Academic Professionals: Frank Goulard

Board Members:

Chair Thorne Ladd, Directors Alyajouri, Bravo, Frisbee and Palm all made closing comments for the board's last meeting.

Director Sonnleitner stated the DEI Committee has a written report to be posted online.

President

### **ADJOURNMENT**

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

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Jim Harper, Vice Chair

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Mark Mitsui, College President

Prepared by:

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Jeannie Moton, Executive Coordinator

Minutes approved on July 18, 2019.

July 18, 2019

20-001

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) – William Butler-Paisley

Academic Advising Coordinator

Office of the Dean of Student Development, Sylvania Campus

Annual Salary: \$52,483

Grade: 4

Step: 4

Effective: June 24, 2019 to June 30, 2020

Education: Oregon State University

Doctor, Education

San Jose State University

MA, English and Comparative Literature

University of California

BA, English

Most Recent Experience: Portland Community College

Academic Advisor

Applicant Flow: 3.64 Recruitment

2. Academic Professional Appointment (NonGeneral Fund)– Ricci Elizabeth

Employment Specialist

Workforce Development and Continuing Education

Annual Salary: \$47,615

Grade: 3

Step: 3

Effective: June 17, 2019

Education: Portland State University

MS, Sociology

M.Ed, Curriculum and Design

Most Recent Experience: Portland Community College

Instructor, Sociology (Adjunct)

Applicant Flow:

Gender

Ethnicity

7 Female

0 American Indian or Alaska Native

3 Male

1 Asian

2 Not Disclosed

0 Black or African American

4 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

1 Not Disclosed

0 Two or More Selections

6 White

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12 Total

3. Academic Professional Appointment (NonGeneral Fund)– Talina Villao

Employment Specialist

Workforce Development and Continuing Education

Annual Salary: \$46,004

Grade: 3

Step: 2

Effective: June 27, 2019

Education: California State University

BA, Human Development

MiraCosta College

AA, Human Development

Most Recent Experience: Portland Community College  
Senior Student Accounts Specialist

Applicant Flow:

Gender

Ethnicity

7 Female

0 American Indian or Alaska Native

3 Male

1 Asian

2 Not Disclosed

0 Black or African American

4 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

1 Not Disclosed

0 Two or More Selections

6 White

---

12 Total

4. Faculty Appointment – Samuel Barbara

Instructor, Choral Music

Business, Applied Technology and College Prep Division, Rock Creek Campus

Annual Salary: \$58,244

Step: 4

Effective: September 1, 2019

Education: University of Southern California

PhD, Musical Arts in Choral  
Music

University of Portland

MA, Teaching

University of Portland

BA, Music

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

Applicant Flow:

Gender

Ethnicity

6 Female

0 American Indian or Alaska Native

12 Male

1 Asian

0 Not Disclosed

2 Black or African American

1 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

2 Not Disclosed

1 Two or More Selections

11 White

---

18 Total

5. Faculty Appointment - Karen Embry

Instructor, Composition/Rhetoric

Social Science, Communication and Health Division, Rock Creek Campus

Annual Salary: \$56,274

Step: 3

Effective: September 1, 2019

Education: University of California

PhD, English

BA, English

California State University

MA, English/Creative Writing

City College of San Francisco

AS, Science

Most Recent Experience: Portland Community College

Instructor, English Composition (Temporary)

Applicant Flow:

Gender

Ethnicity

130 Female

0 American Indian or Alaska Native

110 Male

10 Asian

21 Not Disclosed

9 Black or African American

10 Hispanic/Latino

1 Native Hawaiian or Other Pacific Islander

31 Not Disclosed

19 Two or More Selections

181 White

261 Total

6. Faculty Appointment – Gabriel Higuera

Instructor, Ethnic Studies

Social Science, Communications and Health Division, Rock Creek Campus

Annual Salary: \$56,274

Step: 3

Effective: September 1, 2019

Education: Graduate Center of the City

MA, Liberal Arts

University of New York

Arizona State University

BA, Spanish

Most Recent Experience: Collaborative Research in Action

Founder/Director

Applicant Flow:

Gender

Ethnicity

39 Female

5 American Indian or Alaska Native

38 Male

4 Asian

8 Not Disclosed

12 Black or African American

14 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

10 Not Disclosed

10 Two or More Selections

30 White

85 Total

7. Faculty Appointment – Sara Hill

Instructor, Dental Hygiene

Health Professions and Physical Education Division, Sylvania Campus

Annual Salary: \$56,274

Step: 3

Effective: September 1, 2019

Education: Eastern Washington University

BS, Dental Hygiene

Portland Community College

AAS, Dental Hygiene

Most Recent Experience: Portland Community College

Instructor, Restorative Program

Applicant Flow:

Gender

Ethnicity

10 Female

0 American Indian or Alaska Native

1 Male

0 Asian

0 Not Disclosed

0 Black or African American

0 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

1 Not Disclosed

0 Two or More Selections

10 White

11 Total

8. Faculty Appointment – Lauren Hull

Instructor, Geography

Social Science, Communications and Health Division, Rock Creek Campus

Annual Salary: \$52,530

Step: 1

Effective: September 1, 2019

Education: Louisiana State University

MS, Geography

BS, Natural Resource Ecology and  
Management

Most Recent Experience: Chemeketa Community College

Instructor, Geography (Adjunct)

Applicant Flow:

Gender

Ethnicity

26 Female

1 American Indian or Alaska Native

55 Male

8 Asian

3 Not Disclosed

3 Black or African American

1 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

8 Not Disclosed

4 Two or More Selections

59 White

84 Total

9. Faculty Appointment – Michelle Huss

Instructor, Biology

Science and Technology Division, Rock Creek Campus

Annual Salary: \$56,274 Step: 3  
 Effective: September 1, 2019  
 Education: Oregon State University MS, Forest Biology  
 University of Arizona BS, Ecology and Evolutionary Biology  
 Most Recent Experience: Portland Community College  
 Instructor, Biology (Adjunct)

Applicant Flow:			Ethnicity
Gender			
39	Female	0	American Indian or Alaska Native
38	Male	3	Asian
4	Not Disclosed	5	Black or African American
		4	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		11	Not Disclosed
		6	Two or More Selections
		52	White
		<hr/> 81	Total

10 Faculty Appointment – Jane Loverin

Instructor, Exercise Science

Health Professions and Physical Education Division, Sylvania Campus

Annual Salary: \$56,274 Step: 3  
 Effective: September 1, 2019  
 Education: Oregon State University MS, Forest Biology  
 University of Arizona BS, Ecology and Evolutionary Biology  
 Most Recent Experience: Portland Community College  
 Athletics Supervisor

Applicant Flow:			Ethnicity
Gender			
20	Female	1	American Indian or Alaska Native
40	Male	3	Asian
0	Not Disclosed	2	Black or African American
		3	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		1	Not Disclosed
		12	Two or More Selections
		38	White
		<hr/> 60	Total

11 Faculty Appointment – Daniel Zuniga

Instructor, Automotive Technology

Engineering and Industrial Technology Division, Sylvania Campus

Annual Salary: \$56,274 Step: 3  
 Effective: September 1, 2019  
 Education: Portland Community College AAS, Automotive Service  
 Technology

Most Recent Experience: Portland Community College  
Instructional Support Technician-Service Writer

Applicant Flow:

Gender		Ethnicity	
0	Female	0	American Indian or Alaska Native
17	Male	1	Asian
0	Not Disclosed	0	Black or African American
		3	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		0	Not Disclosed
		0	Two or More Selections
		13	White
		17	Total

**ETHNIC AND GENDER DESCRIPTION OF STAFF  
PROPOSED TO BE HIRED IN JULY 18, 2019 PERSONNEL REPORT**

Female	7
Male	4
Not Disclosed	0
	<hr/> 11

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	1
White	7
	<hr/> 11



July 18, 2019

20-002

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	
<u>Appointments</u>	<u>Job Title</u>
Josh Bouchard	Specialist/Academic Advising
Salvador Castaneda	Specialist/Apprenticeship & Training
Briana Stansbury	Coordinator/Resource Program II
Adeline Stone	Instructor/Ophthalmic Med Technology

July 18, 2019

20-003

SPECIAL 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, President

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

Special Continuous

Appointments

Job Title

Kevin Bradley

Manager/Workforce Development Prog

July 18, 2019

20-004

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:

<u>Continuous Appointments</u>	<u>Job Title</u>
Vanessa Wood	Dir/Grant Development

July 18, 2019

20-005

APPROVE EXPENDITURES FOR SYLVANIA  
BOOKSTORE HVAC REPLACEMENT

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

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

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

REPORT: The existing Heating, Ventilation and Air Conditioning (HVAC) unit that serves the Sylvania Bookstore has failed and service is currently being provided through a temporary system. Facilities Management Services has determined that repair of the current unit is not a viable solution and that a replacement is need.

This project needs to move quickly over the summer to ensure that the replacement unit is in place for the start of Fall Term. Time is of the essence.

In order to meet the tight schedule the College is seeking board approval to move forward with selection of a contractor and executing a contract on an accelerated schedule. Project costs are not expected to exceed \$250,000. P&CC will report back to the Board on the procurement, contracting process, and final cost when the work is complete.

RECOMMENDATION: That the Board of Directors authorize PCC to procure and install a replacement HVAC unit for the Sylvania Bookstore with a not-to-exceed budget of \$250,000. Funding will be from 2017 Bond Funds.

July 18, 2019

20-006

AUTHORIZATION TO CONTRACT TO PROVIDE  
EMERGENCY POWER SUPPLY SYSTEMS MAINTENANCE  
AND REPAIR SERVICES

PREPARED BY: Linda Niman, MWESB Coordinator, Procurement and Contract Services

FINANCIAL  
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services  
Dina Farrell, Interim Associate Vice President, Finance  
Eric Blumenthal, Vice President, Finance and Administration

APPROVED BY: Mark Mitsui, College President

REPORT: The College has a need to contract with a qualified company to provide the College with emergency power supply systems (emergency generator) maintenance and repair services at various College locations. The estimated cost of these services will exceed the \$150,000 threshold, requiring the Board of Directors approval (B505).

On May 13, 2019, the Request for Proposals (RFP) was advertised in the Daily Journal of Commerce, Oregon Procurement Information Network (ORPIN), and the PCC Solicitation website. A total of 23 firms expressed an interest and downloaded copies of the RFP. By the deadline of June 11, 2019 at 2:00 PM, the College received two (2) proposals. These proposals were reviewed and evaluated by the committee members based on the following criteria: Experience and Qualifications, Staffing and Key-Personnel, Approach and Operations, References, Quality of Proposal, and Pricing.

<b>Proposers</b>	<b>Points (100 Max)</b>
Pacific Power Group	93.32
Peterson Power Systems Inc.	87.87

Contracts will be awarded to both firms.

MWESB Statement: Two (2) COBID (Oregon's Certification Office for Business Inclusion & Diversity) certified suppliers expressed interest in the RFP, however no proposals were received from certified firms.

RECOMMENDATION: That the Board of Directors authorize the award of contracts to Pacific Power Group and Peterson Power Systems Inc. for the provision of emergency power supply systems maintenance and repair services for a combined amount of \$35,000.00 annually for a maximum not-to-exceed amount of \$175,000.00 over a five (5) year period. The contract expenditures will come from the general fund.

July 18, 2019

20-007

APPLY TO THE STATE BOARD OF EDUCATION FOR  
APPROVAL OF THE ACTIVITY PROFESSIONAL LESS THAN  
ONE-YEAR CAREER PATHWAY CERTIFICATE FOR  
PORTLAND COMMUNITY COLLEGE

PREPARED BY: Sally Earll, Curriculum Coordinator, Curriculum Support Services

FINANCIAL  
RESPONSIBILITY: Dana Fuller, Division Dean, Social Science and Human Development

APPROVED BY: Dr. Katy Ho, Vice President, Academic Affairs  
Mark Mitsui, College President

REPORT: This proposed Activity Professional Less Than One-Year Career Pathway Certificate allows students to pursue State-approved credentials that are shorter. The 30-credit certificate will enhance the skills of and provide career opportunities for individuals providing care in long-term care, assisted living facilities, and community-based centers. Upon completion of the program, students will be prepared to design and implement comprehensive, person-centered activity plans within a wellness program to enhance the quality of life of diverse groups of older persons or persons with disabilities at all cognitive and physical functioning levels in long-term care, daycare and community settings. The new certificate is aligned with the standards and requirements set forth by the National Association of Activity Professionals' Credentialing Center (NAAPCC). Employment in the elder assisted living and long-term care sector of healthcare continues to expand as baby-boomers reach retirement and beyond. All courses in the Activity Professional Less Than One-Year Career Pathway Certificate are wholly contained within the Gerontology AAS so that students can pursue their education at PCC and grow within the elder healthcare industry. The Activity Professional Certificate has been reviewed and approved by the Gerontology Industry Advisory Committee.

RECOMMENDATION: That the College be authorized to submit an application to the Higher Education Coordinating Commission for the Activity Professional Less Than One-Year Career Pathway Certificate for Portland Community College.

July 18, 2019

20-008

AUTHORIZATION PAYMENT FOR OREGON COMMUNITY  
COLLEGE MEMBERSHIP DUES

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

FINANCIAL  
RESPONSIBILITY: Mark Mitsui, College President

APPROVED BY: Mark Mitsui, College President

REPORT/CONTEXT Oregon Community College Association (OCCA) is an advocacy and convening organization for all 17 community colleges across the state. Portland Community College has maintained membership with OCCA for many years. The services offered by OCCA include membership in the Oregon President's Council and Legislative Support.

Recent increase in these fees requires board approval in accordance with Board Policy B505 Purchasing and Contracting.

Dues increases have occurred approximately every three years and are used to support statewide advocacy and member services. This latest increase is 3% above last year to support increased cost of staff.

The membership fees are based on FTE of the student population. All colleges pay a flat fee and a portion is also based on FTE of the previous year (2017-2018).

RECOMMENDATION: That Portland Community College continue to be a member of OCCA by approving the membership fee of \$159,829.35. This expense will be paid from the President's Budget.





# 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.*