



Board of Directors **Business Session**

September 19, 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

September 19, 2019
Sylvania Campus
12000 SW 49th Avenue
Portland, OR 97219

AGENDA

- 3:30 PM **Work Session** **TCB 218**
- Strategic Planning Update (10 minutes)
 - Organizational Study (10 minutes)
 - Board Goals (30 minutes)
 - Committee Structure (20 minutes)
 - Student Update (5 minutes)
 - OCCA/OPC Update (5 minutes)
- 5:00 PM **Board Dinner** **Oak and Elm Rooms**
- 5:45 PM **Executive Session** **CC 233C**
- In accordance with ORS 192.660 (2), in accordance with ORS 192.660 (2), (a) employment of a public official (d) labor negotiations, (e) real property, (k) school safety
- 7:00 PM **Call to Order—Business Session** **CC Building, Room 233A/B**
- Introductions
 - Approval of Agenda
 - Approval of Minutes-August 15, 2019
- 7:05 PM **Information Sessions**
- Fourth and Montgomery Update — Linda Degman (15 minutes)
 - Internal Audit Update — Jessica Johnson (10 minutes)
- 7:30 PM **Public Comment on Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)
- 7:35 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.)

PERSONNEL

Page

Academic Professional Appointments:

Jill Africa, Dual Credit Coordinator, Academic Affairs
(NonGeneral Fund)

Alaina Buller, Marketing Specialist-Digital Media,
College Advancement

Matthew Blankenship, Veterans Resource Center
Coordinator, Office of the Dean of Student
Development, Sylvania Campus

Rene Bussiere, Career Pathways Grant Coordinator,
Workforce Development and Continuing
Education (NonGeneral Fund)

Annette d'Autremont, Academic Advising Specialist,
Office of the Dean of Student Development,
Southeast Campus

Melanie DeLeon, Interpreting and Transcribing
Services Coordinator, Disability Services,
Student Affairs

Rachael Dixon, Academic Advising Specialist, Office
of the Dean of Student Development, Cascade
Campus

Lisa George, Education Coordinator, Liberal Arts and
Pre-College Programs Division, Cascade
Campus (Temporary)

Jessica Real, Student Resource Specialist, Math and
College Success Division, Sylvania Campus
(Temporary)

Stacey Rodgers, Apprenticeship and Training
Specialist, Arts and Professions Division,
Cascade Campus

Bryant Royal, Academic Advising Specialist, Office of
the Dean of Student Development, Cascade
Campus (Temporary)

Matthew Sagayaga, Financial Aid Advisor, Student
Affairs

Briana Stansbury, Resource Program Coordinator III,
Office of the Dean of Student Development,
Southeast Campus

Administrative Appointment:

Brad Barbarick, Athletic Director, Office of the Dean of
Student Development, Cascade Campus

Dina Farrell, Associate Vice President – Finance,
Finance and Administration

Karin Gitchel, Academic Support Services Manager,
Office of the Dean of Instruction, Rock Creek
Campus

Diane Shingledecker, Division Dean, Interim,
Engineering and Industrial Technology
Division, Sylvania Campus (Temporary)

Faculty Appointment:

Todd Barnett, Instructor, Welding, Arts and
Professions Division, Cascade Campus

Johnathan Brown, Instructor, Trades, Workforce
Development and Continuing Education
(Temporary)

Daniel Castleton, Instructor, Math, Mathematics and
Science Division, Cascade Campus
(Temporary)

Michelle Cristiani, Instructor, Development Education,
Social Science, Communication and Health
Division, Rock Creek Campus (Temporary Job
Share-0.5 FTE)

Alma Eaton, Instructor, Physical Education & Exercise
Science, Health Professions and Physical
Education Division, Sylvania Campus
(Temporary)

Matthew Graves, Instructor, Machine Manufacturing
Technology, Engineering and Industrial
Technology Division, Sylvania Campus

Christopher Knight, Instructor, Art, Science and
Technology Division, Rock Creek Campus
(Temporary Job Share-0.5 FTE)

Kory Kramer, Instructor, Diesel Service Technology,
Math, Aviation and Industrial Technology
Division, Rock Creek Campus

Jason Lehman, Instructor, Nursing, Health
Professions and Physical Education Division,
Sylvania Campus

Richard Luff Jr., Instructor, Machine Manufacturing
Technology, Engineering and Industrial
Technology Division, Sylvania Campus

Jennifer Margolis, Counselor, Disability Services
Academic Affairs

Bob McMillen, Instructor, Computer Information
Systems, Math and Industrial Technology
Division, Sylvania Campus (Temporary)

Salvador Ramos Rodriguez, Instructor, High School
Equivalency Program, Business Applied
Technology and College Preparation Division,
Rock Creek Campus

Angel Ray, Counselor, Disability Services, Student
Affairs (Temporary)

Aaron Reyes, Instructor, Welding, Arts and
Professions Division, Cascade Campus

Bret Rickman, Instructor, Math/Dual Credit,
Mathematics and College Success Division,
Sylvania Campus

Chad Teed, Instructor, Nursing, Health Professions
and Physical Education Division, Sylvania
Campus

Jennifer Vernon, Instructor, Early Childhood
Education, Health Professions, Early
Childhood Education and Physical Education
Division, Sylvania Campus (Temporary)

David Williams, Instructor, Welding, Math, Aviation
and Industrial Technology

Roger Zimmerman, Instructor, Computer Information
Systems, Math and Industrial Technology
Division, Sylvania Campus (Temporary)

Continuous Appointments:

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20-039 Increase Contract Amount for Planning and
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20-042 Delegate Authority to College President to
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BOARD

| | | |
|--------|---|-----|
| 20-043 | Approve Edits to Board of Directors Audit Committee Charter | 083 |
| 20-044 | Resolution for the Approval of the FY 2020 Internal Audit Plan | 091 |
| 20-045 | Appointment of Delegates to Attend the Oregon Community College Association (OCCA) Annual Conference at Salishan Resort in Gleneden Beach, Oregon, November 6-8, 2019 | 095 |
| 20-046 | Resolution of Necessity to Acquire Property in Scappoose for the Oregon Manufacturing Innovation Training Center | 096 |

7:40 PM **Public Comment on Non-Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)

7:45 PM **Reports** (5 minutes each)

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

8:10 PM **Adjournment**

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
August 15, 2019
Willow Creek Center
241 Edgeway Drive, Portland, Oregon 97006

BOARD MEETING MINUTES

ATTENDANCE

Hannah Alzgal, Alex Diaz Rios, Denise Frisbee, Chair Jim Harper, Tiffani Penson, Dan Saltzman and Michael Sonnleitner

EXECUTIVE SESSION

The board met in accordance with ORS 192.660 (2), (d) labor negotiations.

CALL TO ORDER

Vice Chair Jim Harper called the business meeting to order at 6:36 pm.

APPROVAL OF THE AGENDA

The August 15, 2019 agenda was approved as published. Frisbee/Sonnleitner

The July 18, 2019 meeting minutes were approved as published. Saltzman/Sonnleitner

INFORMATION SESSIONS

Willow Creek Update – Marc Goldberg and Pam Hester

The board was provided a brief history of the Willow Creek Center, its programming and partners. It is a sustainable LEED building right at the intersection of Beaverton and Hillsboro. Willow Creek houses the Small Business Development Center and the third floor has a Master's program. One of the most important parts of this building are the key connections that occur here. Willow Creek has a number of education partners, including Portland State University, Oregon Tech, Hillsboro School District and Beaverton School District. WorkSource Beaverton/Hillsboro and Worksource Portland Metro all have programming. Other community partners include Home Plate Youth Services, REACH, Domestic Violence Resource Center, Good Neighbor Center, CODA, Community Action, Oregon Department of Veteran's Affairs, ARCO, Bridges to Change and Easterseals. Willow Creek also hosts the Mechatronics program, which provides the necessary skills for careers in robotics, electronics, and electro-mechanics. The vision for Willow Creek is to be an Advanced Technology Center that helps bridge the skills gap in Oregon.

Director Saltzman asked if PCC owned the building, and specified that PSU and OregonTech are external partners. The parking lot is shared with TriMet

Director Harper congratulated Marc Goldberg on the good work he is doing and pointed out that Hillsboro Chamber of Commerce uses Willow Creek frequently.

Affordable Housing at Portland Metro Workforce Training Center (Metro Center) - Linda Degman, and Rebecca Ocken, and from Home Forward Michael Buonocore, Executive Director and Jonathan Trutt, Director of Development and Community Revitalization.

Why is PCC exploring affordable housing options for students? Recent national studies have shown that about half of community college students experience housing insecurity and 12 to 18% experience houselessness. PCC believes these wraparound services can increase student success. This plan also supports the new Opportunity Center service model proposed for Metro Center.

Home Forward is excited to collaborate with PCC about the development and planning. They are considering approximately 100 units with rents at 30% and 60% average median income. Home Forward and PCC would jointly provide wrap around services while PCC maintains ownership of the land. The housing facility would be owned and maintained by the development partner. PCC offers early marketing and encouragement to students and users of the Metro Center to apply for housing.

The lot is a three acre site at 5600 NE 42nd Avenue near the Cully Community Garden. The site was purchased in 1998, has two existing buildings and is 30,000 square feet.

The next steps to develop affordable housing at Metro Center are to create a memorandum of understanding with Home Forward, determine best funding mix, Home Forward will procure a design team, PCC will make a lease agreement with Home Forward and continue coordinating with Metro Center redevelopment.

Director Frisbee asked about the “moving to work” model that is ongoing in Tacoma.

Director Saltzman commented that we should not be sequential about this. He mentioned acres and acres of parking at Sylvania as untapped housing resources.

President Mitsui thanked Linda and Rebecca for taking this on as well as Michael and Jonathan from Home Forward for partnering with PCC on this project. President Mitsui pointed out Director Saltzman’s expertise as the former Portland City Council Member in charge of the Portland Housing Bureau, as well as Director Frisbee’s consistent support for student housing.

Linda also mentioned that Rebecca Ocken will be crafting a work plan regarding a thorough look of all PCC properties.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS SESSION

Chair Harper proposed approval of Consent Agenda Items 20-009 through 20-029.
Frisbee/Penson

PUBLIC COMMENT ON NON AGENDA ITEMS

None

REPORTS

Classified: Jeff Grider

Bargaining is moving along through a number of meetings.

Students: Hannah Alzgal

She noted that she just arrived back from Washington, D.C. from the Association of Community College Trustees (ACCT) Governance Leadership Institute (GLI) where she got the perspective of being a trustee on the national level and connected with other student trustees around the country. The Eco-Social Justice Directors from the District Student Council (DSC) have finished their work with the Pouring Rights Committee to advocate for sustainability initiatives. She thanked Mike for being able to help make that a really positive experience for the student representatives. Tomorrow, the DSC will be attending a two-day retreat for training, leadership development, and team building.

Faculty and Academic Professionals: Frank Goulard was not present.

Board Members:

Director Frisbee reports that OCCA adopted its goals for the year and looking to continue to build the advocacy effort and to receive funding from the legislature, focusing on student success.

President Mitsui wanted to congratulate those who presented today and also stated he is very excited for the ASPCC retreat starting next week. He kicked off the opportunity council this week with a number of community partners. They are looking to create greater opportunity for housing and other resources for students. He also met with Emma Kallaway, PCC's Government Relations Director this week. The student affairs district wide summit was held, thanks to Dr. Heather Lang and Katy Ho who was a strong supporter. Pathways to Opportunity and STEP were approved for another biennium by the Oregon President's Council – a part of the Oregon Community College's Association.

Chair Harper thanked everyone for their hard work and dedication to PCC.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:01 pm.

Jim Harper, Chair

Mark Mitsui, College President

Prepared by:

Jeannie Moton, Executive Coordinator

Minutes approved on September 19, 2019.

Applicant Flow: Article 3.64 Appointment

Academic Professional Appointment– Stacey Rodgers

Apprenticeship and Training Specialist

Arts and Professions Division, Cascade Campus

Annual Salary: \$44,448

Grade: 3

Step: 1

Effective: August 5, 2019

Education: Everest College

AAS, Accounting

Most Recent Experience: Portland Community College

Instructional Administrative Assistant III

Applicant Flow (PCC
Only):

| Gender | Ethnicity |
|-----------------|---|
| 1 Female | 0 American Indian or Alaska Native |
| 0 Male | 0 Asian |
| 0 Not Disclosed | 0 Black or African American |
| | 0 Hispanic/Latino |
| | 0 Native Hawaiian or Other Pacific Islander |
| | 0 Not Disclosed |
| | 0 Two or More Selections |
| | 1 White |
| | <hr/> 1 Total |

Academic Professional Appointment (Temporary)– Bryant Royal

Academic Advising Specialist

Office of the Dean of Student Development, Cascade Campus

Annual Salary: \$46,004

Grade: 3

Step: 2

Effective: August 14, 2019 to August 14, 2020

Education: Concordia University

MA, Teaching

University of Oregon

BA, Geographic Education

Most Recent Experience: Portland Community College

Vocational Trainer, Workforce Development-Metro Center

Applicant Flow: Article 3.64 Appointment

Academic Professional Appointment – Matthew Sagayaga

Financial Aid Advisor

Student Affairs

Annual Salary: \$44,707

Grade: 2

Step: 3

Effective: September 5, 2019

Education: Portland State University

MS, Educational Leadership and Policy

BS, Communications

Oregon State University

BS, Ethnic Studies

Most Recent Experience: Portland State University

Financial Aid Counselor

Applicant Flow:

Gender

Ethnicity

| | | | |
|----|---------------|-------|----------------------------------|
| 20 | Female | 0 | American Indian or Alaska Native |
| 11 | Male | 3 | Asian |
| 0 | Not Disclosed | 5 | Black or African American |
| | | 3 | Hispanic |
| | | 2 | Not Disclosed |
| | | 3 | Two or More |
| | | 15 | White |
| | | <hr/> | |
| | | 31 | Total |

Academic Professional Appointment– Briana Stansbury

Resource Program Coordinator III

Office of the Dean of Student Development, Southeast Campus

Annual Salary: \$52,179

Grade: 5

Step: 2

Effective: August 19, 2019

Education: Lewis & Clark Graduate
School of Education

MA, Student Affairs Administration

Pitzer College

BA, English & World Literature

BA, Gender & Feminist Studies

Most Recent Experience: Portland Community College

Resource Program Coordinator III (Interim)

Applicant Flow (PCC Only):

| Gender | | Ethnicity | |
|--------|---------------|-----------|---|
| 4 | Female | 2 | American Indian or Alaska Native |
| 2 | Male | 0 | Asian |
| 0 | Not Disclosed | 2 | Black or African American |
| | | 1 | Hispanic/Latino |
| | | 0 | Native Hawaiian or Other Pacific Islander |
| | | 0 | Not Disclosed |
| | | 1 | Two or More Selections |
| | | 0 | White |
| | | <hr/> 6 | Total |

Administrative Appointment– Brad Barbarick

Athletic Director

Office of the Dean of Student Development, Cascade Campus

Annual Salary: \$62,335

Grade: F

Effective: July 30, 2019

Education: Western Oregon State University
Columbia Christian College

MS, Education

BS, Physical Education

Most Recent Experience: Concordia University

Head Men's Basketball Coach

Applicant Flow:

| Gender | | Ethnicity | |
|--------|--------|-----------|----------------------------------|
| 5 | Female | 2 | American Indian or Alaska Native |
| 41 | Male | 0 | Asian |

| | | | |
|---|---------------|-------|---|
| 2 | Not Disclosed | 8 | Black or African American |
| | | 0 | Hispanic/Latino |
| | | 1 | Native Hawaiian or Other Pacific Islander |
| | | 3 | Not Disclosed |
| | | 1 | Two or More Selections |
| | | 33 | White |
| | | <hr/> | |
| | | 48 | Total |

Administrative Appointment – Dina Farrell

Associate Vice President - Finance

Finance and Administration

Annual Salary: \$132,000

Grade: P

Effective: July 29, 2019

Education: Atkinson Graduate School of Management

MBA, Business Administration

Lewis and Clark College

BS, Business and Administrative Studies and International Affairs

Most Recent Experience: Portland Community College
Associate Vice President – Finance (Temporary)

Applicant Flow (PCC Only):

| Gender | | Ethnicity | |
|--------|---------------|-----------|---|
| 1 | Female | 0 | American Indian or Alaska Native |
| 0 | Male | 0 | Asian |
| 0 | Not Disclosed | 0 | Black or African American |
| | | 0 | Hispanic/Latino |
| | | 0 | Native Hawaiian or Other Pacific Islander |
| | | 0 | Not Disclosed |
| | | 0 | Two or More Selections |
| | | 1 | White |
| | | <hr/> | |
| | | 1 | Total |

Administrative Appointment – Karin Gitchel

Academic Support Services Manager

Office of the Dean of Instruction, Rock Creek Campus

Annual Salary: \$69,398

Grade: K

Effective: August 1, 2019

Education: Central Washington University

MS, Education

Pacific Union College

BS, Liberal Arts

Most Recent Experience: Portland Community College
Interim Manager of Academic Support Services

Applicant Flow:

| Gender | | Ethnicity | |
|--------|---------------|-----------|----------------------------------|
| 54 | Female | 1 | American Indian or Alaska Native |
| 40 | Male | 6 | Asian |
| 6 | Not Disclosed | 4 | Black or African American |
| | | 4 | Hispanic |

| | |
|-------|---|
| 1 | Native Hawaiian or Other Pacific Islander |
| 14 | Not Disclosed |
| 10 | Two or More |
| 60 | White |
| <hr/> | |
| 100 | Total |

Administrative Appointment (Temporary)– Diane Shingledecker

Division Dean, Interim

Engineering and Industrial Technology Division, Sylvania Campus

Annual Salary: \$98,590 Grade: N

Effective: July 30, 2019 to June 30, 2020

Education: Monmouth University MA, Teaching
Lafayette College BA, Psychology

Most Recent Experience: Portland Community College
Interim Associate Dean, Engineering and Industrial Technology

Applicant Flow: Direct Appointment

Faculty Appointment (Temporary Job Share-0.5FTE)– Mike Barber

Counselor

Counseling Services, Cascade Campus

Annual Salary: \$56,274 @ 0.5FTE Step: 3

Effective: August 21, 2019 to August 20, 2020

Education: Pacifica Graduate Institute MA, Counseling Psychology
University of Oregon MEd, Special Education
Western Washington University BA.Ed, Special Education

Most Recent Experience: Portland Community College
Counselor, Counseling and Career Guidance (Adjunct)

Applicant Flow: Direct Appointment

Faculty Appointment– Todd Barnett

Instructor, Welding

Arts and Professions Division, Cascade Campus

Annual Salary: \$56,274 Step: 3

Effective: August 21, 2019

Most Recent Experience: Portland Community College
Instructor, Welding (Adjunct)

Applicant Flow:

Gender

Ethnicity

0 Female

1 American Indian or Alaska Native

9 Male

2 Asian

1 Not Disclosed

0 Black or African American

2 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

1 Not Disclosed

1 Two or More Selections

3 White

Faculty Appointment (Temporary)– Johnathan Brown

Instructor, Trades

Workforce Development and Continuing Education

Annual Salary: \$56,274 Step: 3

Effective: August 21, 2019 to June 20, 2020

Most Recent Experience: Portland Community College
Instructor, Trades (Adjunct)

Applicant Flow: Article 3.64 Appointment

Faculty Appointment (Temporary)– Daniel Castleton

Instructor, Math

Mathematics and Science Division, Cascade Campus

Annual Salary: \$56,274 Step: 3

Effective: August 21, 2019 to June 20, 2020

Education: Portland State University MST, Mathematics
University of California, Davis BS, MathematicsMost Recent Experience: Portland Community College
Instructor, Mathematics (Adjunct)

Applicant Flow: Article 3.64 Appointment

Faculty Appointment (Temporary Job Share-0.5FTE) – Michelle Cristiani

Instructor, Development Education

Social Science, Communication and Health Division, Rock Creek Campus

Annual Salary: \$54,372 @ 0.5FTE Step: 2

Effective: August 21, 2019 to June 20, 2020

Education: University of New Mexico PhD, Anthropology
University of New Mexico MS, Anthropology
Rutgers University MA, Anthropology
Rutgers University BA, Anthropology & LinguisticsMost Recent Experience: Portland Community College
Instructor, Teaching and Learning Center (Adjunct)

Applicant Flow: Direct Appointment

Faculty Appointment (Temporary)– Alma Eaton

Instructor, Physical Education & Exercise Science

Health Professions and Physical Education Division, Sylvania Campus

Annual Salary: \$56,274 Step: 3

Effective: August 21, 2019 to June 20, 2020

Education: California University of MS, Exercise Science and Health
Pennsylvania Promotion
University of Maryland BS, Business AdministrationMost Recent Experience: Portland Community College
Instructor, Physical Education & Exercise Science (Adjunct)

Applicant Flow: Article 3.64 Appointment

Faculty Appointment – Matthew Graves

Instructor, Machine Manufacturing Technology

Engineering and Industrial Technology Division, Sylvania Campus

Annual Salary: \$56,274

Step: 3

Effective: August 21, 2019

Education: Columbia Basin College

AAS, MMT

Most Recent Experience: Portland Community College

Instructor, Machine Manufacturing Technology (Temporary)

Applicant Flow:

Gender

Ethnicity

1 Female

0 American Indian or Alaska Native

5 Male

0 Asian

0 Not Disclosed

0 Black or African American

1 Hispanic/Latino

1 Native Hawaiian or Other Pacific Islander

1 Not Disclosed

0 Two or More Selections

3 White

6 Total

Faculty Appointment (Temporary Job Share-0.5FTE)– Christopher Knight

Instructor, Art

Science and Technology Division, Rock Creek Campus

Annual Salary: \$56,274 @ 0.5FTE

Step: 3

Effective: August 21, 2019 to June 20, 2020

Education: University of Wisconsin

MFA, Painting

University of Wisconsin

MA, Painting

Pacific Northwest College of Art

BFA, Painting

Vassar College

BA, Philosophy

Most Recent Experience: Portland Community College

Instructor, Art (Adjunct)

Applicant Flow: Direct Appointment

Faculty Appointment – Kory Kramer

Instructor, Diesel Service Technology

Math, Aviation and Industrial Technology Division, Rock Creek Campus

Annual Salary: \$60,281

Step: 5

Effective: August 21, 2019

Education: Idaho State University

AAS, Diesel Electric Technology

Most Recent Experience: Portland Community College

Instructor, Diesel Service Technology (1 term daily rate)

Applicant Flow:

Gender

Ethnicity

0 Female

0 American Indian or Alaska Native

6 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 |
| | | 5 | White |
| | | <hr/> | |
| | | 6 | Total |

Faculty Appointment – Jason Lehman

Instructor, Nursing

Health Professions and Physical Education Division, Sylvania Campus

Annual Salary: \$52,530

Step: 1

Effective: August 21, 2019

Education: Grand Canyon University
Portland Community College
George Fox University

BS, Nursing

AA, Nursing

BA, Management and
Organizational Leadership

Most Recent Experience: Oregon Health Sciences University
Charge Registered Nurse

Applicant Flow:

Gender

Ethnicity

7 Female

0 American Indian or Alaska Native

3 Male

1 Asian

0 Not Disclosed

0 Black or African American

1 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

0 Not Disclosed

0 Two or More Selections

8 White

10 Total

Faculty Appointment – Richard Luff Jr.

Instructor, Machine Manufacturing Technology

Engineering and Industrial Technology Division, Sylvania Campus

Annual Salary: \$58,244

Step: 4

Effective: August 21, 2019

Education: Portland Community College

AAS, Machine Technology

Most Recent Experience: Portland Community College

Instructor, Machine Manufacturing Technology (Temporary)

Applicant Flow:

Gender

Ethnicity

1 Female

0 American Indian or Alaska Native

5 Male

0 Asian

0 Not Disclosed

0 Black or African American

1 Hispanic/Latino

1 Native Hawaiian or Other Pacific Islander

| | |
|-------|------------------------|
| 1 | Not Disclosed |
| 0 | Two or More Selections |
| 3 | White |
| <hr/> | |
| 6 | Total |

Faculty Appointment – Jennifer Margolis

Counselor, Disability Services

Academic Affairs

Annual Salary: \$60,281 Step: 5

Effective: August 21, 2019

Education: Alliant International University PhD, Clinical Psychology
University of California Los Angeles BA, Psychology

Most Recent Experience: Portland Community College
Counselor, Disability Services (Temporary)

Applicant Flow:

Gender

Ethnicity

| | | | |
|----|---------------|-------|---|
| 45 | Female | 1 | American Indian or Alaska Native |
| 13 | Male | 3 | Asian |
| 2 | Not Disclosed | 6 | Black or African American |
| | | 2 | Hispanic/Latino |
| | | 0 | Native Hawaiian or Other Pacific Islander |
| | | 8 | Not Disclosed |
| | | 5 | Two or More Selections |
| | | 35 | White |
| | | <hr/> | |
| | | 60 | Total |

Faculty Appointment (Temporary)– Bob McMillen

Instructor, Computer Information Systems

Math and Industrial Technology Division, Sylvania Campus

Annual Salary: \$56,274 Step: 3

Effective: August 21, 2019 to June 20, 2020

Education: Western Governors University BS, Networks Administration

Most Recent Experience: Portland Community College
Instructor, Computer Information Systems (Adjunct)

Applicant Flow: Article 3.64 Appointment

Faculty Appointment – Salvador Ramos Rodriguez

Instructor, High School Equivalency Program

Business Applied Technology and College Preparation Division, Rock Creek Campus

Annual Salary: \$54,372 Step: 2

Effective: August 21, 2019

Education: Portland State University BA, Spanish
University of Guadalajara BA, Civil Engineering
Portland Community College AAS, Business

Most Recent Experience: Portland Community College
Instructor, ABE/GED (Temporary)

| Applicant Flow: | | Ethnicity | |
|-----------------|---------------|-----------|---|
| Gender | | | |
| 19 | Female | 0 | American Indian or Alaska Native |
| 14 | Male | 2 | Asian |
| 0 | Not Disclosed | 1 | Black or African American |
| | | 8 | Hispanic/Latino |
| | | 0 | Native Hawaiian or Other Pacific Islander |
| | | 2 | Not Disclosed |
| | | 4 | Two or More Selections |
| | | 16 | White |
| | | 33 | Total |

Faculty Appointment (Temporary)– Angel Ray

Counselor, Disability Services

Student Affairs

Annual Salary: \$56,274 Step: 3

Effective: August 21, 2019 to June 20, 2020

Education: Portland State University MS, Clinical Rehabilitation Counseling
University of Louisiana BA, Sociology

Most Recent Experience: Portland Community College
Disability Services Counselor (Adjunct)

Applicant Flow: Article 3.64 Appointment

Faculty Appointment– Aaron Reyes

Instructor, Welding

Arts and Professions Division, Cascade Campus

Annual Salary: \$56,274 Step: 3

Effective: August 21, 2019

Most Recent Experience: Portland Community College
Instructor, Welding (Adjunct)

Applicant Flow:

| Gender | | Ethnicity | |
|--------|---------------|-----------|---|
| 0 | Female | 1 | American Indian or Alaska Native |
| 9 | Male | 2 | Asian |
| 1 | Not Disclosed | 0 | Black or African American |
| | | 2 | Hispanic/Latino |
| | | 0 | Native Hawaiian or Other Pacific Islander |
| | | 1 | Not Disclosed |
| | | 1 | Two or More Selections |
| | | 3 | White |
| | | 10 | Total |

Faculty Appointment – Bret Rickman

Instructor, Math/Dual Credit

Mathematics and College Success Division, Sylvania Campus

Annual Salary: \$58,244 Step: 4

Effective: August 21, 2019
 Education: Portland State University MS, Mathematics
 Lesley University MED, Technology in Education
 Concordia University BA, Secondary Education
 ITT Technical Institute AS, Electronic Engineering Technology
 Most Recent Experience: Portland Community College
 Instructor, Mathematics (Temporary)

Applicant Flow:
 Gender Ethnicity

| | | | |
|----|---------------|----|---|
| 16 | Female | 0 | American Indian or Alaska Native |
| 23 | Male | 6 | Asian |
| 4 | Not Disclosed | 2 | Black or African American |
| | | 4 | Hispanic/Latino |
| | | 0 | Native Hawaiian or Other Pacific Islander |
| | | 8 | Not Disclosed |
| | | 1 | Two or More Selections |
| | | 22 | White |
| | | 43 | Total |

Faculty Appointment – Chad Teed

Instructor, Nursing

Health Professions and Physical Education Division, Sylvania Campus

Annual Salary: \$56,274 Step: 3

Effective: August 21, 2019

Education: Western Governors University BSN, Nursing
 California Polytechnic University BA, Industrial Technology
 Portland Community College AS, Nursing
 Most Recent Experience: Portland Community College
 Instructor, Nursing (Temporary)

Applicant Flow:
 Gender Ethnicity

| | | | |
|---|---------------|----|---|
| 7 | Female | 0 | American Indian or Alaska Native |
| 3 | Male | 1 | Asian |
| 0 | Not Disclosed | 0 | Black or African American |
| | | 1 | Hispanic/Latino |
| | | 0 | Native Hawaiian or Other Pacific Islander |
| | | 0 | Not Disclosed |
| | | 0 | Two or More Selections |
| | | 8 | White |
| | | 10 | Total |

Faculty Appointment (Temporary)– Jennifer Vernon

Instructor, Early Childhood Education

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

Annual Salary: \$56,274 Step: 3

Effective: August 21, 2019 to June 20, 2020
 Education: Portland State University MS, Education
 Washington State University BA, Human Development
 Clark College AA, Early Childhood Education
 AAS, Early Childhood Education
 Most Recent Experience: Portland Community College
 Instructor, Early Childhood Education (Adjunct)
 Applicant Flow: Article 3.64 Appointment

Faculty Appointment – David Williams

Instructor, Welding

Math, Aviation and Industrial Technology

Annual Salary: \$56,274

Step: 3

Effective: August 21, 2019

Education: Portland Community College

AAS, Welding

Most Recent Experience: Portland Community College
 Instructor, Welding (Adjunct)

Applicant Flow:

Gender

Ethnicity

0 Female

0 American Indian or Alaska Native

8 Male

0 Asian

3 Not Disclosed

0 Black or African American

1 Hispanic/Latino

0 Native Hawaiian or Other Pacific Islander

3 Not Disclosed

1 Two or More Selections

6 White

11 Total

Faculty Appointment (Temporary)– Roger Zimmerman

Instructor, Computer Information Systems

Math and Industrial Technology Division, Sylvania Campus

Annual Salary: \$52,530

Step: 1

Effective: August 21, 2019 to June 20, 2020

Education: Western Governors University

MEd, Instructional Design

Biola University

BA, Communications

Clark College

AAS, Computer Technology

Most Recent Experience: Portland Community College
 Instructor, Computer Information Systems (Adjunct)

Applicant Flow: Article 3.64 Appointment

**ETHNIC AND GENDER DESCRIPTION OF STAFF
 PROPOSED TO BE HIRED IN SEPTEMBER 19, 2019 PERSONNEL REPORT**

Female

18

Male

20

| | |
|----------------------------------|-----------|
| Not Disclosed | <u>0</u> |
| | 38 |
| American Indian/Alaskan Native | 1 |
| Asian | 1 |
| Black or African American | 2 |
| Hispanic/Latino | 3 |
| Native Hawaiian/Pacific Islander | 0 |
| Not Disclosed | 4 |
| Two or More Selections | 2 |
| White | <u>25</u> |
| | 38 |

September 19, 2019

20-031

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:

| <u>Continuous</u> <u>Appointments</u> | <u>Job Title</u> |
|--|-----------------------|
| Julie Stocker | Coordinator/Education |

September 19, 2019

20-032

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

Michael Northover

Chief Information Officer

September 19, 2019

20-033

COMMENDATION OF RETIRING EMPLOYEE –
REGINA DAVIS-CAINION

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Regina Davis-Cainion has performed faithfully in her duties as an Academic Advising Specialist, Voc Prep Program Manager, Part-time Faculty and Student Resource Specialist for Portland Community College since August 29, 1994. She retires effective September 20, 2019.

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

September 19, 2019

20-034

COMMENDATION OF RETIRING EMPLOYEE –
JAMES SANTMYER

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: James Santmyer has performed faithfully in his duties as Full-time Faculty for Portland Community College since August 21, 2011. He retires effective August 31, 2019.

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

September 19, 2019

20-035

COMMENDATION OF RETIRING EMPLOYEE –
BURKE THORNBURG

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Burke Thornburg has performed faithfully in his duties as Associate Facilities Maintenance Manager, and HVAC Technician for Portland Community College since October 16, 2001. He retires effective August 29, 2019.

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

September 19, 2019

20-036

UPDATED AUTHORIZATION TO AWARD CONTRACT
FOR THE ROCK CREEK ENTRYWAY SITE
IMPROVEMENTS

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: Washington County is close to completion of their project to widen and improve Springville Road to the Rock Creek Entryway. Once this is complete in mid-September 2019, PCC will carry out site improvements to the new entryway including installing a base for a new campus monument sign. The monument sign fabrication and installation we be through a separate process and contract.

On August 15, 2019, per Board Resolution BA20-025, the Board of Directors authorized the College to enter into a contract with Bridgetown Construction & Landscaping to provide construction services for the Rock Creek Entryway Site Improvements project.

The College and Bridgetown Construction & Landscaping were unable to agree to the terms of the contract and the contractor chose to withdraw from the project.

The College proposes to move forward with second lowest bidder.

Proposals were ranked on price with the lowest responsive bidder recommended for the contract.

| Contractor | Price |
|---|------------------|
| Bridgetown Construction & Landscaping ¹ Withdrew from contract negotiations | \$ |
| Cascadian Landscaping¹ | \$369,851 |

| | |
|------------------------|-----------|
| Oregon Mainline Paving | \$545,500 |
|------------------------|-----------|

¹ Firms are registered with State of Oregon COBID.
The second lowest bidder, Cascadian Landscaping, is a registered Women Owned Enterprise.

RECOMMENDATION: That the Board of Directors authorize PCC to award the contract for the Rock Creek Entryway improvements to Cascadian Landscaping for a stipulated sum of \$369,851 and contingency of \$36,985 for a total authorized amount of \$406,836. Funding is from the 2008 Bond Program.

September 19, 2019

20-037

AUTHORIZATION TO CONTRACT TO PROVIDE PRINTING,
BINDING, AND MAILING FOR THE PORTLAND COMMUNITY
COLLEGE COMMUNITIES MAGAZINE

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

FINANCIAL
RESPONSIBILITY: Greg Harris, Director, Marketing and Communications
Marc Goldberg, Associate Vice President, Workforce Training
and Community Education

APPROVED BY: Mark Mitsui, College President

REPORT: The Communities Magazine is a quarterly class schedule mailed to selected zip codes and addresses, and provides a comprehensive focus on the College's students, academic programs, alumni, and partnerships with outside organizations, in addition to class information. The publication includes 16 pages of high-quality, four-color magazine content, along with Community Education class offerings printed on two-color newsprint. The estimated cost of these services will exceed the \$150,000 threshold, requiring the Board of Directors' approval (B505).

On June 14, 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 21 firms expressed an interest and downloaded copies of the RFP. By the deadline of July 16, 2019 at 2:00 PM, the College received two (2) responsive proposals. These proposals were reviewed and evaluated by the committee members based on the following criteria: Stock and Binding Sample and Quality; Production Lead Time; COBID and SBA Certification, Sustainability Efforts, and Social Responsibility Efforts; Printing Experience and References; and Cost. Below is a summary of the final scores:

| Proposers | Points (100 Max) |
|--------------------------|------------------|
| Eagle Web Press | 71.65 |
| Signature Graphics, Inc. | 98.00 |

MWESB Statement: Five (5) COBID (Oregon's Certification Office for Business Inclusion & Diversity) certified firms were notified of the RFP, and one (1) COBID certified firm expressed interest, however no proposals were received from certified firms.

RECOMMENDATION: That the Board of Directors authorize the award of a contract to Signature Graphics, Inc. for Printing, Binding, and Mailing the Communities Magazine. The contract will be executed for an initial three (3) year term with an option for two (2) one (1) year extensions, with an annual cost of \$283,961.00, not-to-exceed \$1,419,805.00 over the five (5) year period. The contract expenditures will come from the General and CEU/CED Funds.

September 19, 2019

20-038

AWARD CONTRACT FOR PROGRESSIVE DESIGN
BUILDING SERVICES FOR SYLVANIA AUTOMOTIVE
TECHNOLOGIES BUILDING REMODEL

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 Sylvania Automotive Metals (AM) building contains aging Mechanical, Electrical & Plumbing (MEP) equipment that has exceeded its expected life cycle. In addition the comprehensive assessment of building roofs that was carried out in 2017 identified this roof as a high priority for replacement. The building will have to remain open during the project as there are no suitable alternative locations for the classes taught in the building. This project is planned as part of the 2017 Bond Program maintenance projects. The College has several critical needs related to the work going forward for the project:

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

On April 18, 2019 through BA 19-098 the Board adopted the finding, granted an exemption, and authorized the use of the design/build alternative contracting method for the AM project. With this method our contract is with the general contractor and the design firm works for the contractor. All of the sub-consultants and sub-contractors are brought on at a later date through a comprehensive selection process.

On July 12, 2019 the Request for Proposals (RFP) was advertised in the Daily Journal of Commerce, State of

Oregon (ORPIN), and the Portland Observer, and the PCC solicitation website. A total of thirty-two (32) contractors and architects registered and received a copy of the RFP document. Of these eight (8) were COBID registered firms. At the proposal closing time of 2:00 PM August 14th, 2019, the College received four (4) proposal. The contractor proposals were evaluated based on experience, overall project and schedule, subcontracting plan, 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: |
|-----------------------------------|----------------|
| Fortis Construction | 95 |
| Kirby Nagelhout Construction | 82 |
| O'Neill Construction ¹ | 74 |
| Robert Evans Company | 64 |

¹ Firm is registered with State of Oregon COBID. Fortis Construction was selected to move on to the oral interview.

Total points for submitted proposals and oral interviews

| Contractor: | Written: | Oral: | Total: |
|---------------------|-----------------|--------------|---------------|
| Fortis Construction | 94 | 95 | 189 |

COBID – Fortis Construction is not a COBID certified firm, however, they partnered with Woofter Architecture who are COBID certified. The sub-consultants and subcontractors for the project will be chosen once we get through the preconstruction process. Fortis is committed to meeting PCC's goals.

The total cost for preconstruction services is \$135,000. Once the design phase is complete we will come back to Board for approval of the Guaranteed Maximum Price (GMP) through construction.

RECOMMENDATION: That the Board of Directors authorize PCC to negotiate a contract for the planning and design of the Sylvania AM Building Renovation with Fortis Construction for a fee of \$135,000 plus \$13,500 contingency for a total of \$148,500. Funding will be from the 2017 Bond.

September 19, 2019

20-039

INCREASE CONTRACT AMOUNT FOR PLANNING AND
PROGRAMMING SERVICES FOR THE SYLVANIA
CAMPUS ARCHITECTURAL AND DESIGN SERVICES

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

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

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

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

On December 13, 2018 BA 19-051 approved the expenditure of \$616,855 for planning and programming services with an expected duration of 26 weeks. This phase of the work is approaching completion and the project is now moving into design.

Authorization is now needed to proceed with design development services. The cost of this work is estimated to be \$4,255,875 and the expected duration is 32 weeks.

RECOMMENDATION: That the Board of Directors authorize PCC to approve and execute amendments to the contract with Hacker Architects for up to \$4,255,875. Funding will be from Bond funds.

September 19, 2019

20-040

AUTHORIZATION TO CONTRACT WITH HYLAND
SOFTWARE, INC.

PREPARED BY: Juanita Lognion, Lead Buyer, Information Technology

FINANCIAL
RESPONSIBILITY: Michael Northover, CIO, Information Technology

APPROVED BY: Mark Mitsui, College President

REPORT: Perceptive Content (formerly known as ImageNow).
Perceptive Content is a document imaging system that is
used in conjunction with Banner and is key to operations
in Human Resources, Financial Services, Disability
Services, Advising, and Counseling.

Portland Community College's Information Technology
Services requests Board authorization to contract with
Hyland Software, Inc. for perpetual software licenses,
work products, maintenance, and support.

The Hyland Agreement (OMNIA Partners Joint
Cooperative Contract R15040) was publicly solicited and
awarded in a manner substantially equivalent to the
college processes as required by ORS 279A.205 and
ORS 279A.210. Portland Community College Public
Contracting rule PCC-46-0400 (1) (a) provides authority
for the College to participate in a Joint Cooperative
Procurement.

The firm that provides the Perceptive Content software, is
not an Oregon Certification Office for Business Inclusion
and Diversity (COBID) certified firm.

The request for this resolution is for three (3) years from
fiscal year 20 to fiscal year 22 with a projected cost
increase of 10% each year for a forecasted cost of
\$258,872.30.

RECOMMENDATION: That the Portland Community College Board of Directors
authorize award of a contract to Hyland Software, Inc. for
a term of three (3) years at a cost of \$258,872.30.

September 19, 2019

20-041

AUTHORIZATION TO AWARD CONTRACT FOR
CONSULTING SERVICES – ELECTRONIC SECURITY
PROGRAM

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 services for the College Electronic Security Program. Methodology changes in electronic security along with reactions to national events have affected PCC's Public Safety's departmental roles, responsibilities and operational procedures. In order to continue to grow and provide a high level of service to the PCC population we need to evaluate and if necessary correct how our electronic systems are designed, implemented, and supported.

On June 14, 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 forty (40) firms registered and received a copy of the RFP document. Of these, five (5) firms were COBID certified. At the proposal closing time of 2:00 PM July 31, 2019 the College received five (5) proposals of which two (2) firms were registered with Oregon COBID. The consultant proposals were evaluated based on experience, overall project, schedule, social responsibility approach, and price. Review committee member scores were added together, averaged and then the scoring points for price were added to reach a final score with a maximum of 100 points.

| | |
|--------------------------------|----------------|
| Contractor: | Points: |
| Faith Group¹ | 81 |

| | |
|-------------------------------------|-----------|
| Butchko | 70 |
| Triad Consulting¹ | 69 |
| Enercon | 69 |
| Kroll | 43 |

¹ Firm is registered with State of Oregon COBID

Firms that scored 69 or over were invited for interview. The interviews were scored out of 100 and then added to the proposal score for a final score with a maximum of 200 points.

| Contractor | Proposal Points | Interview Points | Final Score |
|--------------------------------|------------------------|-------------------------|--------------------|
| Faith Group¹ | 81 | 86 | 167 |
| Triad Consulting ¹ | 69 | 82 | 151 |
| Enercon | 69 | 70 | 139 |
| Butchko | 69 | 51 | 121 |

¹ Firm is registered with State of Oregon COBID

RECOMMENDATION

That the Board of Directors authorize PCC to negotiate a contract with Faith Group for Electronic Security Program consulting services for a proposed fee of \$217,840 plus \$21,784 contingency – a total of \$239,624. Funding will be from the 2017 Bond.

September 19, 2019

20-042

DELEGATE AUTHORITY TO COLLEGE PRESIDENT TO
NEGOTIATE EASEMENT AGREEMENT OF MUTUAL
BENEFIT WITH CITY OF PORTLAND AT THE
SOUTHEAST CAMPUS

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 City of Portland has a sidewalk improvement project at the junction of SE 80th Avenue and SE Lincoln Street abutting the PCC Southeast Campus.

As part of completing this work the City needs to construct a retaining wall that will extend approximately 18 inches into PCC property. The benefit to PCC is that it provides safer pedestrian access to the campus. The City would like a total easement of 56 square feet.

Exhibit A is the legal description and survey.

The College and the City need to negotiate an easement agreement.

RECOMMENDATION: That the Board authorize the President or his designee to negotiate easement agreements(s) of mutual benefit between the College and the City of Portland to provide improved pedestrian access at the Southeast Campus, subject to concurrence of College Counsel.

R/W # 8720-4
S.E. 80TH AVENUE AND S.E. MILL STREET L.I.D.
1S2E05DD 300
PERMANENT RETAINING WALL EASEMENT

EXHIBIT A

A portion of that tract of land described in the deed to Portland Community College District, recorded in Document Number 2012-115529, Multnomah County Deed Records, situated in the Southeast One-Quarter of Section 5, Township 1 South, Range 2 East of the Willamette Meridian, City of Portland, County of Multnomah, State of Oregon, being more particularly described as follows:

Beginning at the Northwest corner of said tract;

Thence along the North line of said tract, South 89°09'58" East, a distance of 7.00 feet;

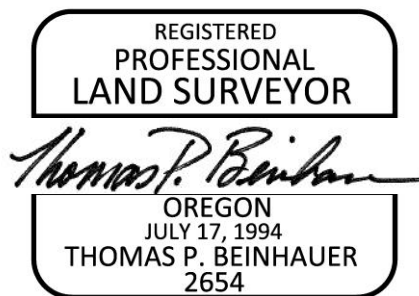
Thence South 1°17'02" West, a distance of 8.00 feet;

Thence North 89°09'58" West, a distance of 7.00 feet, to the West line of said tract, also being the East Right of Way line of S.E. 80th Avenue, 20.00 feet from East line of the David D. Prettyman Donation Land Claim Number 55;

Thence along the West line of said tract, North 1°17'02" East, a distance of 8.00 feet, to the POINT OF BEGINNING.

Containing 56 square feet.

Project 40728
March 15, 2019



EXPIRES 12-31-2019

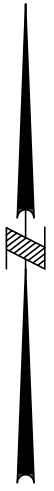
EXHIBIT B

R/W # 8720-4
S.E. 80TH AVE. & S.E. MILL ST. LID
1S2E05DD TAX LOT 300

S.E. LINCOLN ST.

S.E. 80TH AVENUE

EAST LINE OF THE DAVID D. PRETTYMAN D.L.C. NO. 55



SCALE: 1" = 20'

P.O.B.

N 1°17'02" E 8.00'

S 89°09'58" E 7.00'

S 1°17'02" W 8.00'

N 89°09'58" W 7.00'

2305 S.E. 82ND AVENUE

DOCUMENT NO.
2012-115529

PERMANENT
RETAINING WALL
EASEMENT
56 SQ. FT.

30'

20'

PBOT

P ORTLAND BUREAU F TRANSPORTATION

SURVEY DEPARTMENT,
1120 SW 5TH AVE., SUITE 800
PORTLAND, OREGON 97204
PHONE 503-823-7150

JOB # 40728
MARCH 15, 2019

September 19, 2019

20-043

APPROVE EDITS TO BOARD OF DIRECTORS AUDIT
COMMITTEE CHARTER

PREPARED BY: Jessica Johnson, Internal Auditor

APPROVED BY: Mark Mitsui, College President

REPORT: It is best practice for an organization having an internal audit function to establish an audit committee to enhance the quality and independence of the audit function. It is also best practice for the audit committee to include at least one member from the governing board.

The PCC Board approved the creation of an Audit Committee of the Board of Directors by Resolution 10-065. According to the Audit Committee Charter, the Audit Committee shall be comprised of four members. Two members shall be from the Board of Directors. Two members shall be citizens residing in the College District. One of the Board members shall be designated as Audit Committee Chair and the other shall be designated as Audit Committee Vice-Chair by Board resolution. The College President serves as an ex-officio member of the committee.

The Board of Directors, College President, and Internal Auditor have considered the membership structure of the Audit Committee and identified edits to the Committee charter that will ensure adaptable and efficient Board operations. These edits include requiring a minimum of one Board member and one citizen to serve on the Audit Committee, rather than two Board members and two citizens. The Board member shall be designated as the Audit Committee Chair, and there will be no Vice-Chair. The committee serves in an advisory capacity to the Board with no voting authority. As such, there is no requirement that the committee be comprised of a certain number of members in order to obtain a quorum.

The PCC Board appointed prior Director Valdez Bravo as Audit Committee Chair by Resolution 19-046. As of June 30, 2019, prior Director Bravo was not eligible to serve as PCC's Zone 5 board member as he no longer resided

within the jurisdiction. The Board will appoint the new Audit Committee Chair by separate resolution.

RECOMMENDATION: Approve edits to the Board of Directors Audit Committee 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 ~~shall be~~ comprised of not less than two ~~four~~ members. ~~At least one Two~~ members ~~are is a~~ members of the Board of Directors. ~~Two At least one~~ members ~~is a 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 which candidate(s) the Internal Auditor will recommend 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 Internal Auditor. At this meeting, the Committee may provide 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 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 Internal 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, President, and Vice President of Finance and Administration.

F. Specific Responsibilities

The committee shall:

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

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 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~~ in collaboration with the College President and senior management. The auditor will:
 - a. 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. Report on significant legislative or regulatory issues impacting the organization.
 - c. Evaluate internal controls supporting operations.
 - 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 with the College President and Board of Directors.
 - f. Consider further evaluation of the risk exposure as part of a more detailed internal audit analysis.
 - g. Utilize risk assessment outcomes in development of a prioritized annual internal audit work plan based on recognized levels of risk exposure and possible resulting liabilities.
 - h. 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, present the annual audit plan to the Audit Committee for feedback, and recommend the annual audit plan to the Board for 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 an in-house management consultants to the College. The College President and senior management 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 shall review and approve requests for assistance to conduct special reviews and investigations.
5. The auditor shall follow the College's *Investigation Procedures* when 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.

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.

September 19, 2019

20-044

RESOLUTION FOR THE APPROVAL OF THE FY 2020
INTERNAL AUDIT PLAN

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

APPROVED BY: Mark Mitsui, College President

REPORT: The International Standards for the Professional Practice of Internal Auditing require that a risk-based plan be established to determine the priorities of the internal audit function, consistent with the organization's goals. The accompanying FY 2020 Internal Audit Plan included in the FY 2019 Internal Auditor Report summarizes the annual risk assessment that the Internal Auditor conducted and outlines the projects that the Internal Auditor plans to perform in FY 2020. The plan was reviewed with Board Audit Committee members during August 2019. Completion of the plan will be monitored at Audit Committee meetings.

RECOMMENDATION: That the Board of Directors approve the FY 2020 Internal Audit Plan in Exhibit C.

Office of the Internal Auditor FY 2019 Internal Auditor Report

BACKGROUND

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

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

In accordance with the charter, the OIA presents the FY 2019 final progress report and the FY 2020 internal audit plan.

FY 2019 FINAL PROGRESS REPORT

| Service Area | Activity |
|--------------|--|
| Assurance | <ul style="list-style-type: none">➤ No specific assurance engagements were performed➤ New Internal Auditor started at the end of August 2018. Focus for the year included on-boarding, building relationships, consulting, internal audit management activities, and risk assessment. |
| Consulting | <ul style="list-style-type: none">➤ Served in an advisory capacity to College leadership related to governance, risk management, compliance, internal controls, policy formulation, and process design➤ Worked with the Chief Information Officer in an advisory capacity to identify opportunities for improving the Gramm-Leach-Bliley-Act (GLBA) program and to enhance required documentation for demonstrating compliance with the Safeguards Rule➤ Worked with the Emergency Management Preparedness Manager in an advisory capacity to identify opportunities for improving the Emergency Management program and to design the process for college-wide emergency planning➤ Coordinated with the PCC Risk Council on the continual development of the College-wide Risk Management program➤ Provided ethics-related advice in response to inquiries regarding compliance with Oregon Government Ethics Law requirements➤ Provided miscellaneous advice and support to various groups in the college➤ Participated in a non-voting role on the Risk Council, the College Policy Advisory Committee (CPAC), the Red Flags Committee, and the IT Project Intake and Prioritization Committee |

20-044 Exhibit C
Portland Community College – FY 2019 Internal Auditor Report
September 19, 2019

| Service Area | Activity |
|-----------------------------|---|
| Investigative | <ul style="list-style-type: none"> ➤ Performed outreach to promote PCC EthicsPoint (Navex) reporting system ➤ Administered the PCC EthicsPoint (Navex) reporting system, responding to complaints and hotline reports in a timely and consistent manner ➤ Continued efforts to refine investigation processes and procedures to reflect best practices |
| Follow-up | <ul style="list-style-type: none"> ➤ Followed-up on all open audit recommendations due as of June 30, 2019. These follow-ups confirmed management has implemented action plans that helped to improve procurement card and purchase order processes, controls, training, and documentation. |
| External Audit Coordination | <ul style="list-style-type: none"> ➤ Served as a liaison to the federal compliance and financial statement audits, including serving in a consultative role in the Request for Proposal (RFP) process |
| Internal Audit Management | <ul style="list-style-type: none"> ➤ Performed activities required to manage the internal audit function, including the annual risk assessment, audit plan, and final progress report, quality assurance and improvement program, Audit Committee coordination, outreach and communications, and benchmarking and metrics |

FY 2020 PROPOSED INTERNAL AUDIT PLAN

The FY 2020 internal audit plan was prepared based on the college-wide risk assessment performed by the OIA, which included input from the Board of Directors, management, and staff. The Internal Auditor surveyed and interviewed PCC personnel and the external auditor to gather risk assessment information. Additionally, the Internal Auditor considered key background information, such as prior audits and risk assessments, existing audit requests, college initiatives, changes in systems or management, relative importance of operations, external audit focus, and industry trends.

Once the plan is finalized, OIA will use it to provide internal audit services for the remainder of FY 2020. OIA will report on progress and discuss any necessary adjustments at the routine audit committee meetings.

The FY 2020 internal audit plan includes assurance, consulting, investigative, follow-up, external audit coordination, and internal audit management services as shown below.

| Service Area | Activity |
|---------------------|---|
| Assurance | <ul style="list-style-type: none"> ➤ Payroll controls audit to review payroll processes and controls |
| Consulting | <ul style="list-style-type: none"> ➤ Cash controls consultation to review cash processes and controls ➤ Serve on various committees in an advisory capacity ➤ Respond to ad hoc questions and requests as needed |

20-044 Exhibit C
Portland Community College – FY 2019 Internal Auditor Report
September 19, 2019

| Service Area | Activity |
|-----------------------------|---|
| Investigative | <ul style="list-style-type: none">➤ Administer the PCC EthicsPoint (Navex) reporting system➤ Serve as liaison and resource for external investigations |
| Follow-Up | <ul style="list-style-type: none">➤ Follow up on open audit recommendations |
| External Audit Coordination | <ul style="list-style-type: none">➤ Serve as liaison for external audit services including contracted and regulatory-imposed audits |
| Internal Audit Management | <ul style="list-style-type: none">➤ Perform activities required to manage the internal audit function, including the annual risk assessment, audit plan, and final progress report, quality assurance and improvement program, Audit Committee coordination, outreach and communications, and benchmarking and metrics. |

September 19, 2019

20-045

APPOINTMENT OF DELEGATES TO ATTEND THE
OREGON COMMUNITY COLLEGE ASSOCIATION
(OCCA) ANNUAL CONFERENCE AT SALISHAN
RESORT IN GLENEDEN BEACH, OREGON,
NOVEMBER 6-8, 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 OCCA Annual Conference November 6-8, 2019.

RECOMMENDATION: That the Board of Directors include Mohamed Alyajouri, Hannah Alzgal, Denise Frisbee, Jim Harper, Tiffani Penson and Michael Sonnleitner as delegates to represent the College at the OCCA Annual Conference.

September 19, 2019

20-046

RESOLUTION OF NECESSITY TO ACQUIRE PROPERTY IN
SCAPPOOSE FOR THE OREGON MANUFACTURING
INNOVATION TRAINING CENTER

PREPARED BY: Linda Degman, Director, Planning and Capital Construction

FINANCIAL
RESPONSIBILITY: Sylvia Kelley, Executive Vice President
Mark Mitsui, College President

REPORT: PCC is declaring the public need for certain real property, the necessity of said real property and exercising the power of eminent domain, if necessary, to acquire said real property in Columbia County, Oregon, described on Exhibit D and shown on Exhibit E hereto, commonly known as 3290 West Lane Rd, Scappoose, OR 97056 ("Subject Property") for the purpose of establishing a new Oregon Manufacturing Innovation Training Center ("OMIC"), an educational program that is authorized by the Oregon Legislature by delegation of authority in ORS chapter 341.

The Board of Directors for the Portland Community College District ("Board") has delegated authority from the Oregon Legislature to acquire real property for the use, support or benefit of any activity under the control of the Board pursuant to ORS 341.290 (5), (12) and (20).

The Board has delegated authority from the Oregon Legislature to obtain by condemnation title to any land it is authorized to acquire, pursuant to ORS 341.311, by filing in court an appropriate action under, and following the procedures of ORS chapter 35.

The Subject Property is located within the Portland Community College District.

The Board attempted to acquire the Subject Property by a purchase and sale agreement pursuant to Resolution 16-108 which was agreed to by the owner on October 22, 2018.

The owner recently reneged and refused to close in escrow the purchase and sale agreement after the District staff had spent five months obtaining approval by the City of Scappoose for the

construction of the OMIC and engaged a construction contractor (which contract is now in “delay” status).

The Board has determined that there is a public need for the OMIC Training Center and that the Subject Property is necessary for the construction and operation of the OMIC to the benefit of the citizens and businesses of Columbia County.

The proposed OMIC is planned or located in a manner which will be most compatible with the greatest public good and the least private injury.

The District staff has caused an independent appraisal to be commissioned to establish just compensation for the acquisition in fee of the Subject Property.

RECOMMENDATION: The foregoing statements of authority and need are reaffirmed herein. The Subject property is needed for the construction and operation of the OMIC Training Center and that the acquisition is in the public interest, has been and will be planned, designed, located and constructed in a manner which will be most compatible with the greatest public good and the least private injury.

The Board hereby exercises its delegated power of eminent domain to acquire by condemnation and to take immediate possession of the Subject Property in order to begin construction as soon as possible.

The District staff and legal counsel are directed to make a last attempt, through a condemnation 40-day offer letter, to reach agreement with the owner as to just compensation for the purchase of the Subject Property based on the appraisal to be received, and, if such an attempt is unsuccessful, without further action of the Board, the staff and legal counsel are authorized to file a condemnation complaint in court under ORS chapter 35 naming as defendants all persons or entities having or claiming an interest in the Subject Property other than those which may be in the best interest of the District to allow to exist.

If the District staff and legal counsel reach agreement with the owner as to just compensation for the Subject Property, staff and legal counsel are authorized to negotiate and execute an agreement that will convey immediately the Subject Property in fee to the District.

Upon the trial of any suit or action instituted to acquire the Subject Property, condemnation legal counsel and District staff are hereby authorized to make such stipulation, agreement or admission as in their judgment may be for the best interest of the District.

20-046
Exhibit D

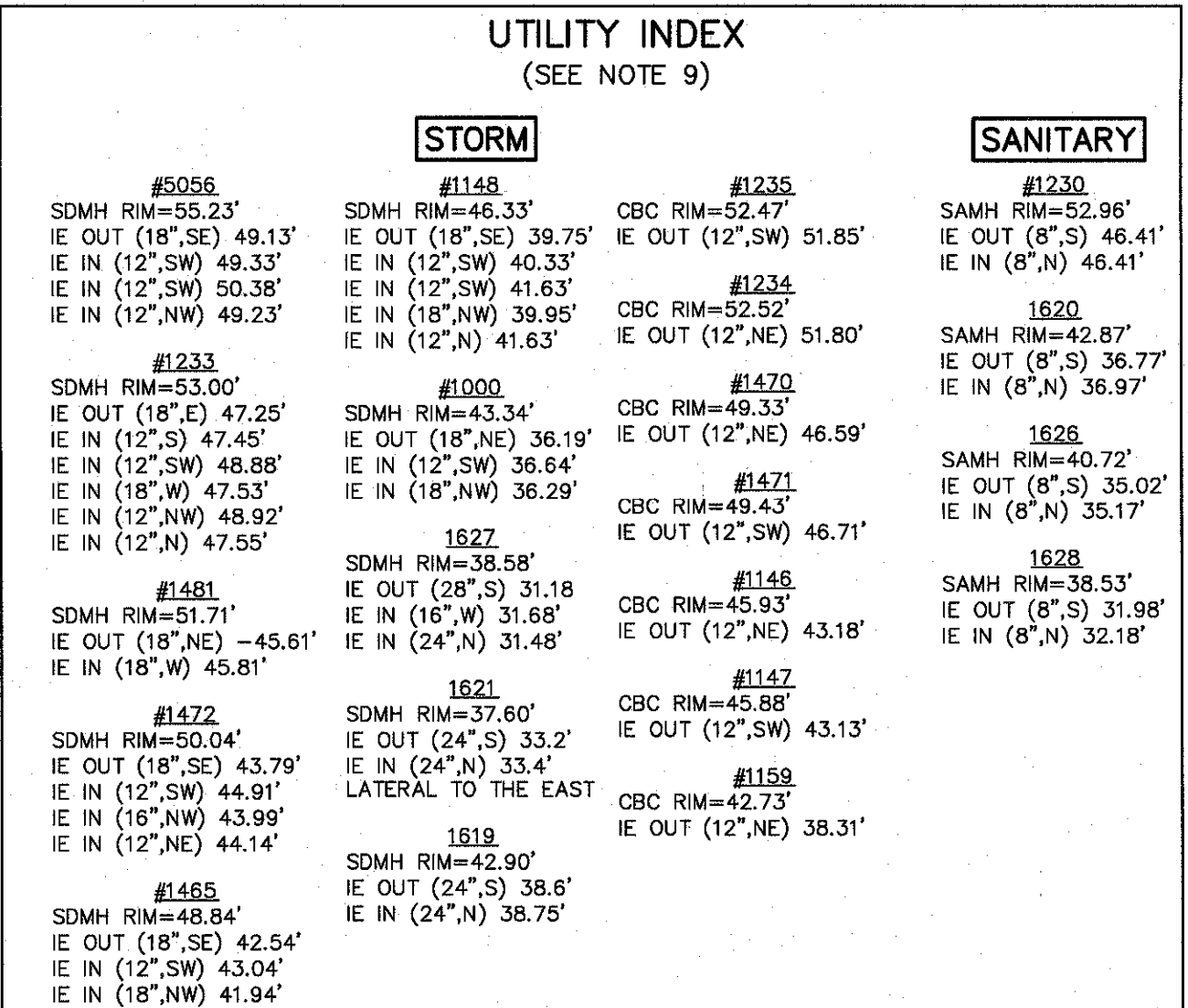
EXHIBIT "A"
LEGAL DESCRIPTION

Parcel 1:

Parcel 2 of Partition Plat No. 2005-26, recorded August 18, 2005, Fee No. 05-11102, in Columbia County, Oregon. Corrected by that Affidavit of Correction recorded January 5, 2006, Fee No. 2006-000165 Records of Columbia County, Oregon.

Parcel 2:

Together with a 50 foot private access easement over Parcel 1 of said Partition Plat to benefit the above mentioned Parcel 2 as shown on the Partition Plat No. 2005-26, recorded August 18, 2005, Fee No. 05-11102, in Columbia County, Oregon. Corrected by that Affidavit of Correction recorded January 5, 2006, Fee No. 2006-000165 Records of Columbia County, Oregon.



BASIS OF COORDINATES:

THE BASIS OF COORDINATES FOR THIS SURVEY ARE STATE PLANE NAD83, ZONE OREGON NORTH 3601, EPOCH 2010, AT POINT #10001. THE COORDINATES WERE ESTABLISHED BY PERFORMING STATIC OBSERVATIONS FROM CORS STATIONS NWBG, P628 AND P446 WHILE UTILIZING TRIMBLE R-10 RECEIVERS.

POINT#: 10001
DESCRIPTION: 5/8" x 30" IRON ROD WITH A RED PLASTIC CAP MARKED "WESTLAKE CONSULTANTS"
DATUM: OREGON STATE PLANE, NORTH ZONE 3601, NAD83, EPOCH 2010, INTERNATIONAL FEET.
NORTHING: 774017.0473
EASTING: 7599401.2683
COMBINED SCALE FACTOR: 0.9999500

BASIS OF BEARINGS:

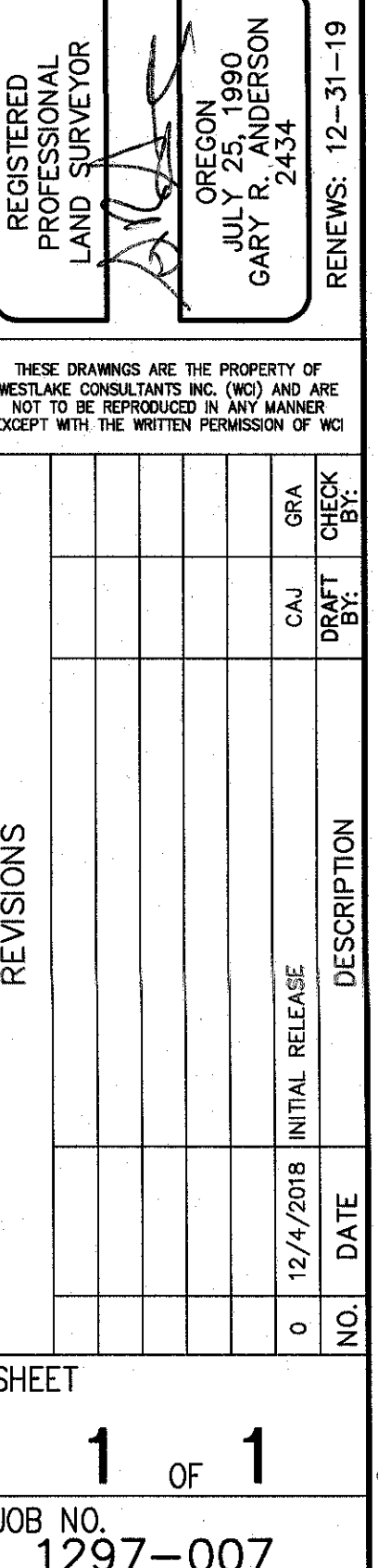
THE BASIS OF BEARING FOR THIS SURVEY WAS ESTABLISHED BETWEEN TWO (2) POINTS;
POINT#: 10000, A SCRIBE
POINT#: 10001, DESCRIBED ABOVE.
BASIS OF BEARINGS: S81°01'15"E 1129.42'

BASIS OF ELEVATION:

THE BASIS OF ELEVATION FOR THIS SURVEY WAS ESTABLISHED FROM THE NOAA NATIONAL OCEAN SERVICE DISK AT THE SCAPPOOSE INDUSTRIAL AIRPARK.

PID: AC7377
NAME: 154--B
ELEVATION: 28.30 FEET, NAVD 88, INTERNATIONAL FEET.

SURVEYOR'S CERTIFICATE
TO: PCC-OMIC SCAPPOOSE AND COLUMBIA COUNTY TITLE & ESCROW SERVICES, INC.
THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS
BASED WERE MADE IN ACCORDANCE WITH 2016 MINIMUM STANDARD DETAIL
REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND
ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 2, 3, 4, 5, 11 AND 18.
EMAIL: GANDERSON@WESTLAKECONSULTANTS.COM



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 2018-2019 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 PCC Board of Directors met for a retreat on July 26, 2019. From that meeting a working agreement was established. This is that agreement:

- | | |
|--|---|
| • Treat each other with respect | • Plan agenda thoughtfully |
| • Listen with an empathic mind and heart | • Be prepared |
| • Be honest, act with integrity | • Create a positive working environment |
| • Call in/Call out | • Be aware of impact as well as intent |
| • Conduct effective meetings | • Stay true to board goals |
| • Stay engaged | • Reference Legacy Goals in meetings |
| • Start/Stop on time | |

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.