



Board of Directors **Business Session**

December 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

December 19, 2019
Sylvania Campus
12000 SW 49th Avenue, Portland, Oregon, 97219

AGENDA

- 4:30 PM **Work Session** **Oak and Elm Rooms**
- Expressive Conduct—Jollee Patterson, Mark Mitsui, Sylvia Kelley (15 minutes)
 - Organizational Structure – Mark Mitsui (45 minutes)
 - Audit Update – Eide Bailly (30 minutes)
 - Financial and Tuition Update– Eric Blumenthal (30 minutes)
 - OCCA – Denise Frisbee (10 minutes)
- 6:45 PM **Executive Session (Dinner)** **SY CC 233C**
In accordance with ORS 192.660 (2), in accordance with ORS 192.660 (2) (d) labor negotiations, (e) real property, and (h) litigation
- 7:30 PM **Call to Order—Business Session** **SY CC 233 A/B**
- Introductions
 - Land Acknowledgement
 - Approval of Agenda
 - Approval of Minutes-November 21, 2019
- 7:35 PM **Information Sessions**
- Independent Auditor’s Report: Comprehensive Annual Financial Report – Eide Bailly (15 minutes)
 - Strategic Plan Update – Sylvia Kelley (15 minutes)
 - Dual Credit – Katy Ho (15 minutes)
 - Diversity Equity and Inclusion – Tricia Brand (15 minutes)
- 8:35 PM **Public Comment on Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)
- 8:40 PM **Business Session**
Consent Agenda: (All items will be approved by consent agenda unless an item is withdrawn by request of a member of the Board. A separate motion will then be required to take action on the item in question.)

PERSONNEL

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20-069 Approval of Personnel Actions—
December 21, 2019161

Academic Professional Appointments:

Dominique Austin, Enrollment Services Coordinator,
Student Affairs

Administrative Appointment:

Zahava Jones, Bond Project Manager, Planning and
Capital Construction (Bond-Funded Temporary)

Retirees:

20-070	Commendation of Retiring Employee – Kenneth Kidoguchi (25 years)	163
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PERSONNEL CONTRACTS

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BOARD

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8:45 PM **Public Comment on Non-Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)

8:50 PM **Reports** (5 minutes each)

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

9:15 PM **Adjournment**

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

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

November 21, 2019
Rock Creek Campus
17705 NW Springville Road, Portland, Oregon, 97229

BOARD MEETING MINUTES

ATTENDANCE

Hannah Alzgal, Mohamed Alyajouri, Denise Frisbee, Jim Harper, Tiffani Penson, Alex Diaz Rios, Michael Sonnleitner

WORK SESSION

The board met in work session and received updates about the budget.

EXECUTIVE SESSION

The board met in accordance with ORS 192.660 (2) to discuss (d) labor negotiations, and (e) real property.

CALL TO ORDER

Chair Harper called the Business Meeting to order at 6:35 pm.

APPROVAL OF THE AGENDA

The agenda was approved as published. Alyajouri/Penson

The July 26, 2019 meeting minutes were approved as published. Frisbee/Sonnleitner

The October 24, 2019 meeting minutes were approved as published.
Frisbee/Sonnleitner

INFORMATION SESSIONS

Rock Creek Update — Irene Giustini, Division Dean, Math, Aviation, and Industrial Technology, Rock Creek Campus

As you drove onto campus today, I'm sure you noticed the much improved new entrance, which now aligns with NW 178th Avenue with a traffic light at the intersection to improve traffic flow and safety. Major construction began immediately after Spring Term and concluded, thankfully, prior to the Fall Term start. We now have significantly improved traffic flow into and out of the campus. Additional street lights, crosswalks, and multiple traffic lanes reduces traffic congestion and improves safety on campus. With the installation of pedestrian crosswalks has allowed us to partner with St. Juan Diego Catholic Church has allowed us to arrange to use 100 parking spots during peak periods at the beginning of each term. We anticipate having an arrangement in place by the start of Winter Term.

I am also pleased to report that Rock Creek Campus is now home to a new childcare center, which opened in Fall Term of this year, with the capacity to serve over 57 children while their parents study or work on campus. The operator is Fruit & Flower, a non-profit organization serving working and student families since 1906. Financial assistance is available in multiple forms for students, and Fruit & Flower also has a long tradition of providing scholarship opportunities to families in need.

Rock Creek Campus hosted the inaugural DREAMer's Breakfast on November 13. More than 220 invited attendees from throughout the metro area filled this event center. The event was sponsored by Hillsboro Hops, which raised more than \$36,000 for PCC DREAMer Scholarships that help support students throughout the district who lack access to federal financial aid.

Rock Creek's Career Technical Programs answered the call to action last Winter and Spring, making multiple trips to Salem to help advocate for community college funding for the 2019 Legislative Session, including strong advocacy for additional CTE funding. Our brand new Rock Creek diesel technology truck was parked in front of the capitol doors, and inside the rotunda instructors engaged elected officials with hands-on training equipment. Here you saw our auto-collision faculty with a virtual paint simulator, which engaged our legislators and gave us an opportunity to speak with them. Industry partners also joined us in Salem to share success stories of their partnership with PCC.

There is a lot of innovation happening at the college, including at Rock Creek Campus. We had three local affiliate camera crew on the campus to film our flipped classroom model. With this program PCC Rock Creek instructors are seeing tremendous increase in passing and success rates for their students, as well as a decreased withdrawal rate for these classes. We are working with faculty to add more flipped classes, as well as mentoring and working with other faculty across campus to add flipped classrooms in different disciplines.

Rock Creek is home to a number of nationally elite CTE programs, one of which is the dealer service – ThinkBIG – program in partnership with Caterpillar and Caterpillar dealers across the Pacific Northwest. We have students from Alaska, Idaho, Oregon, Washington, Montana, North Dakota and Wyoming. This program is one of 11 in the country, one of 19 in the world. We train top notch technicians here at Rock Creek Campus who after completing the program, secure well-paying jobs and they excel within the Caterpillar community. Caterpillar and Caterpillar dealerships have approached us to be the second ThinkBIG regional electric car generation program in the country. We want to thank the board and the college for agreeing to build the new dealer service technology building, which is to be completed in the Spring of 2021. We will be hosting the Think BIG global conference in 2023 now that we will have a facility to be able to support that kind of event.

We have a lot of partnerships at the campus. There is a national and global shortage of pilots and aviation maintenance technicians to the point where the shortage will continue for at least the next 25 years. To that end, we have established partnerships

with Delta Airlines who sought us out to partner with us and our aviation maintenance technology program. Now, Horizon Air and Alaska Airlines are looking to partner with us. In addition, we have been working with Hillsboro School District, the International Air Show and the Port of Portland to create an aviation pathway for students from middle school, high school to college. This is a unique program to offer an opportunity where local community students in Hillsboro, particularly students that are minority students, first-generation to provide them an opportunity to access the phenomenal careers in aviation. We will be starting with Hillsboro School District next September to start a dual credit program where students will, at the high school level, accumulate credits that will transfer to either our aviation maintenance or aviation science programs.

Director Diaz Rios commented that he was at Rock Creek a month ago touring the CTE programs.

2008 Bond Closeout Report -- Linda Degman, Director; John MacLean, Finance Manager; Rebecca Ocken, Gary Sutton, Zahava Jones, Debra Jarcho, Project Managers

We are still closing out the 2008 Bond Program as we are proceeding to the 2017 Bond. We had some goals to build capacity throughout the college. We needed more classroom space, we needed more CTE space, we needed more staff space, and it was really about building capacity for the students who were already coming through our doors at that time. Our capacity building goals included additional classrooms at all four campuses, as well as Washington County and Newberg, renovation of existing classrooms, provide student childcare at multiple sites, and expand educational opportunities at Southeast Center. Other goals included, upgrade CTE capability, upgrade technology, as well as life safety, security and accessibility upgrades.

We started with \$374 million from the original bond and ended with a total revenue of \$458.9 million. We sold the bond in two different sales (2009 and 2013) and had great premium and investment earnings from that. Cascade Campus completed campus master planning, new student union, new academic building, underground parking garage, renovated library, renovations of buildings, renovate Paragon, and added childcare facilities. Southeast Campus completed new student commons with retail space, new library, property acquisition, Mt. Tabor renovations, site improvements, and 1911 building renovating including campus administration and childcare. Rock Creek Campus completed property acquisition, campus master planning, major additions to B7 and B5, renovations on B1, B2, B3, and B9, West Campus and farm improvements, new egress road, solar installation, seismic upgrades and childcare center. Sylvania Campus completed AM Storage building, campus master planning, renovations and seismic upgrades throughout campus, and new Child Development Center. College-wide projects include access control and video surveillance, mass notifications, generator upgrades, roofing improvements, Arc Fault (electrical), parking lot and site lighting upgrades, painting, mechanical unit upgrades, fire/life/safety upgrades, pool upgrades, domestic water line upgrades, VoIP phone system, telecom rooms, classroom podium upgrades, wireless, and network equipment. 2008 projects to

complete include Columbia County OMIC, Health Professions Dental Program (PCC/PSU/OHSU/CoP Partnership), and college-wide signage upgrades.

This bond program is a five year program -- we sold all the bond proceeds at one time, which means we have to spend it all in five years. There are a large number of projects currently underway for the college. We sold the bonds for \$184 million, the bond premium means investors like our bonds, and they believe PCC is a safe investment so they were prepared to pay more than the face value, which brought in another \$24 million. There was \$13 million in state support for the HT Building and OMIC. There is over \$6 million in interest and other revenue earnings to date.

Planning and Capital Construction (P&CC) hosts regular outreach events and participates in regional and state-wide Minority-owned, Women-owned, and Emerging Small Business (MWESB) Outreach events. P&CC have updated their communications by creating a new website and quarterly report.

A Bond Advisory Committee was formed in 2019 to assist with communication about bond-funded projects. The committee's charge is to: ensure that both internal and external communities to the college understand the projects funded under bond measures, how they are identified, and the practices and procedures used to bring them to fruition; understand and disseminate decision-making processes associated with bond-funded projects; assist in communication related to bond projects throughout the college and the community at large. This committee will meet quarterly.

There are two phases to facilities planning. Phase I, which was an existing conditions assessment, was completed. Phase 2 is a vision for future college growth and will continue through 2021.

The Board was updated on the Metro Center redevelopment and its proposed new construction. P&CC proposes to continue and enhance existing workforce services on the property, as well as add classrooms, computer labs, office space, meeting rooms, event space, parking, and provide comprehensive client support services such as healthcare and childcare. PCC will partner with Home Forward to build affordable housing on one acre of the Metro Center property with approximately 100 units. PCC will continue to hold property ownership, while developer owns and maintains the facility. This housing will be early marketed to PCC students.

The Oregon Manufacturing Innovation Center (OMIC) is a new facility that will be built in Scappoose in Columbia County. The site is about 17.5 acres of land West of the Scappoose Airport. This facility will include a mechatronics studio, classrooms, CAD lab, fabrication lab, welding space, office space, and more. Construction is scheduled to begin December 2019 and finish December 2020 with an anticipated opening of Winter of Spring Term of 2021.

Technology projects in process include network optimization, data center improvements, and classroom podium digital upgrades. Completed projects include

district-wide VoIP edge server replacements and Cascade cable mapping. Safety and security projects in process include electronic security assessment, access control, and voice logger. Completed projects include new radios for public safety.

P&CC is currently working on Rock Creek entry re-alignment, landscaping, monument sign, parking lot upgrades, Dealer Service Technology Building, Building 7 fume hood replacement and organic chemistry lab upgrade, Building 2 welding booth upgrade and scoping future work for that building, Building 3 mechanical upgrade, and Building 9 Library will receive a minor interior remodel.

Director Frisbee thanked P&CC for launching the “culture of planning.”

Director Díaz Rios asked about awarding MWESB contracts. Linda Degman responded that they did not have that information with them tonight, but there will be an update in February or March to give the board an overall view.

Director Penson asked for the MWESB data to be disaggregated across industry and how much of the spend goes to COBID certified firms. Unless we actually increase the spend this does not change the economic landscape for communities of color and underserved businesses. Director Penson congratulated them on their work, but expressed that there is always room to improve.

Executive Vice President Kelley responded that all of these expenditures will be discussed in February.

PUBLIC COMMENT ON AGENDA ITEMS

Vincent Blanco.....20-068

BUSINESS SESSION

Chair Harper proposed approval of Resolutions 20-064 to 20-068. Frisbee/Alyajouri

PUBLIC COMMENT ON NON AGENDA ITEMS

Vincent Blanco.....Living wage
 LaTonya Meyer.....Fair contract now
 Karen Embry.....Fair contract
 Mia Bolte.....Tuition rollback
 Em Jones.....Tuition rollback
 Tyler Robin.....Tuition rollback
 Robert Turner.....Tuition rollback
 Kendal Cottrell.....Tuition rollback
 Cheyenne Cleeton.....Tuition rollback
 Raelynn Couture.....Tuition rollback
 Avi Taylor.....Rollback
 Suuly Vazquez.....Tuition rollback
 Lezlie Bugg.....Living wage – transparency, fair contract
 Enzo Borcellos.....Be thankful

REPORTS

Faculty and Academic Professionals: Frank Goulard

I was going to yield four of my five minutes to more speakers if we had gone over, but it looks like we didn't need that. I can't echo enough, not just the words that were said, but the heartfelt sentiment. I started here at Rock Creek Campus in 1981 and I was the first staff member in Building 5 when it was first constructed. Back then tuition was \$19 a credit. Every student I have heard from in the last months told me that they could not handle a tuition increase. As we know, that is a downward spiral in advancing our community's interest. Upcoming events include the Higher Education Coordinating Commission meeting at the capital and the Oregon Leadership Summit. Contract negotiations continue and I hope that you listened to those that spoke today.

Classified: Jeff Grider

Last board meeting I was out of town and I understand that Susan Buckley Watson represented the Classified Federation well. In the months since I last reported out we have been quite busy. The day after the September Board meeting, the joint federation bargaining team met with the management team. September 20-22 was the biannual Oregon AFL-CIO Convention. Union members participated in informational picketing at the Warrenton Fred Meyer's to protest the inequitable pay conditions for women. Union members marched in support of the nurses of Columbia Memorial Hospital. Vincent Blanco attended the AFT Lawyers Conference to discuss current legislation, legal cases, and important decisions relevant to organized labor. Classified Executive Council met October 9th. The joint federation bargaining team met with the management team numerous times in October and November. Union members travelled to Montgomery, Alabama for the AFT Civil, Human and Women's Rights Conference. I went from Alabama to our nation's capital to work with other AFT leaders helping make decisions on policy and how to deploy resources. On November 1 the AFT Oregon Executive Council met prior to the annual President's Conference held in Eugene, Oregon. I hope strongly that we will be able to come to a tentative agreement soon that makes up for the deficit of cost of living adjustments over the last ten years and something adequate for the future. I sincerely thank each of you for your voluntary public service.

Student: Hannah Alzgal

I wanted to say thank you for everyone coming, especially the students. They have to always give up a lot of time to come here and advocate on behalf of other students. As you heard tonight, students want to see reinvestments that will target and serve the marginalized communities that suffer from systemic barriers and see a genuine effort in a rollback. We look forward to engaging in a conversation with the college about that. Hannah yielded the remainder of her time to Student Body President of Rock Creek Campus, Cheyenne Cleeton who reported that at the beginning of this term, Rock Creek had to say goodbye to a truly committed and student centered professional who even with her retirement at her horizon, she offered her services to the program she helped build. It was unfortunate that the offer was not taken up. We look forward to welcoming Humberto, who at the beginning of next month will be our new ASPCC

Director at Rock Creek. Our resource centers will continue doing what they do despite defunding of general funds two of our main centers from the Rock Creek Administration. We also hosted the Harvest Festival, which is our largest event and well known by our Rock Creek community and students. We look forward to the rest of the year.

Board Members:

Chair Harper took this time to thank Director Frisbee, who received the first ever award for being an outstanding trustee and moving the Oregon Community College Association forward. Director Frisbee thanked those in attendance.

Director Díaz Rios introduced himself and thanked those in attendance. He shared that his six grade English class is learning about organized labor right now.

President: Sylvia Kelley, Executive Vice President
She thanked everyone who spoke from their hearts today.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:22 pm.

Jim Harper, Chair

Mark Mitsui, College President

Prepared by:

Jeannie Moton, Executive Coordinator

Minutes approved on December 19, 2019.

December 19, 2019

20-069

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 – Dominique Austin

Enrollment Services Coordinator

Student Affairs

Annual Salary: \$48,994

Grade: 4

Step: 2

Effective: December 5, 2019

Education: Oregon State University

MA, Interdisciplinary Studies

Washington State University

BS, Economics

Highline Community College

AA, Business

Most Recent Experience: Concordia University
Academic and Career Advisor

Applicant Flow:
Gender

Ethnicity

91	Female	2	American Indian or Alaska Native
44	Male	13	Asian
61	Not Disclosed	6	Black or African American
		10	Hispanic
		1	Native Hawaiian or Other Pacific Islander
		19	Not Disclosed
		13	Two or More
		77	White
		141	Total

2. Administrative Appointment (Bond-Funded Temporary) – Zahava Jones

Bond Project Manager

Planning and Capital Construction

Annual Salary: \$90,500

Grade: L

Effective: September 21, 2019 to June 30, 2022

Education: Western Carolina University

BS, Interior Design

Most Recent Experience: Portland Community College
Associate Bond Manager (Temporary)

Applicant Flow:

Gender

Ethnicity

1 Female

0 American Indian or Alaska Native

0	Male	0	Asian
0	Not Disclosed	0	Black or African American
		0	Hispanic
		0	Native Hawaiian or Other Pacific Islander
		0	Not Disclosed
		0	Two or More
		1	White
		1	Total

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

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

December 19, 2019

20-070

COMMENDATION OF RETIRING EMPLOYEE –
KENNETH KIDOGUCHI

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Kenneth Kidoguchi has performed faithfully in his duties as Full-time Faculty for Portland Community College since August 21, 1994. He retires effective December 31, 2019.

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

December 19, 2019

20-071

RATIFICATION OF COLLECTIVE BARGAINING
AGREEMENT FOR JULY 1, 2019 THROUGH JUNE 30,
2023 BETWEEN PORTLAND COMMUNITY COLLEGE
AND THE PORTLAND COMMUNITY COLLEGE
FEDERATION OF CLASSIFIED EMPLOYEES

PREPARED BY: Lisa Bledsoe, Associate Vice President, Human Resources

APPROVED BY: Eric Blumenthal, Vice President, Finance and Administration
Sylvia Kelley, Executive Vice President
Mark Mitsui, College President

REPORT: The College and the Portland Community College Federation of Classified Employees (PCCFCE) have engaged in negotiation for a successor agreement since February 2019. A tentative agreement was reached on December 13, 2019. The agreement is for four years, effective July 1, 2019 and expiring on June 30, 2023.

The key economic provisions of the tentative agreement are:

- 1) The Classified salary schedules shall be increased by 2.5% effective June 21 each year for four years.
- 2) The Classified salary schedules shall be increased an additional amount of 5% effective June 21, 2020 and 3% effective June 21, 2022.
- 3) Classified steps of approximately 3% shall be effective June 21 each year for four years.
- 4) The monthly maximum College contributions toward employee health insurance (combined medical, prescription drug, vision and dental) shall remain the same, as follows:

Employee	\$773
Employee + Spouse	\$1416
Employee + Children	\$1315
Family	\$1667

RECOMMENDATION: That the tentative agreement between the College and the PCC Federation of Classified Employees summarized in the REPORT section be adopted by the Board of Directors.

December 19, 2019

20-072

RATIFICATION OF COLLECTIVE BARGAINING
AGREEMENT FOR SEPTEMBER 1, 2019 THROUGH
AUGUST 31, 2023 BETWEEN PORTLAND
COMMUNITY COLLEGE AND THE PORTLAND
COMMUNITY COLLEGE FEDERATION OF FACULTY
AND ACADEMIC PROFESSIONALS

PREPARED BY: Lisa Bledsoe, Associate Vice President, Human Resources

APPROVED BY: Eric Blumenthal, Vice President, Finance and Administration
Sylvia Kelley, Executive Vice President
Mark Mitsui, College President

REPORT: The College and the Portland Community College Federation of Faculty and Academic Professionals (PCCFFAP) have engaged in negotiation for a successor agreement since February 2019. A tentative agreement was reached on December 13, 2019. The agreement is for four years, effective September 1, 2019 and expiring on August 31, 2023.

The key economic provisions of the tentative agreement are:

- 1) The Full-time Faculty and Academic Professional salary schedules shall be increased by 2.5% effective on August 21 each year for four years.
- 2) The Academic Professional salary schedules shall be increased an additional amount of 5% effective August 21, 2020 and 3% effective August 21, 2022.
- 3) A new top step of 3% shall be added to the Full-time Faculty salary schedule, implemented at 1.5% on August 21, 2020 and on August 21, 2022.
- 4) The Part-time Faculty salary schedules shall be increased by 2.5% effective August 21, 2019. Effective August 21, 2020 a new salary schedule shall be implemented, at 67% of the Full-time Faculty salary schedule up to step 13; up to step 15 effective August 21, 2021 and at 70% of the Full-time Faculty salary schedule up to step 17 effective August 21, 2022.

- 5) The monthly maximum College contributions toward employee health insurance (combined medical, prescription drug, vision and dental) shall remain the same, as follows:

Employee	\$773
Employee + Spouse	\$1416
Employee + Children	\$1315
Family	\$1667

RECOMMENDATION: That the tentative agreement between the college and the PCC Federation of Faculty and Academic Professionals summarized in the REPORT section be adopted by the Board of Directors.

December 19, 2019

20-073

BOARD RESOLUTION FOR MANAGEMENT,
CONFIDENTIAL AND EXECUTIVE SALARY AND
BENEFIT ADJUSTMENTS FOR FY 2019-2020

PREPARED BY: Lisa Bledsoe, Associate Vice President, Human Resources

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

REPORT: This resolution adjusts the salary structure for Management, Confidential and Executive employees of the College and authorizes increases to the base salary of each individual employed in these three employee groups.

Survey data from multiple sources during the current year has been reviewed. The data comes from the Portland Area Cross Industry Survey, Government/Education (Milliman); Northwest Management Salary Survey, Government/Education (Milliman); and the World at Work Salary Budget Survey, Education/Western US. The data from these sources show an average structure adjustment of 2.3% and an average individual incumbent salary adjustment of 3.4%.

RECOMMENDATION: That the Board of Directors approve for FY 2019-2020 the following adjustments:

An increase of 2.3% to the salary structure; plus

An increase of 3.4% applied to the salaries of each individual management, confidential and executive employee.

An additional annual adjustment as determined by the President based on market and other considerations.

All such adjustments to be applied in accordance with Human Resources practice and to be effective as of the first pay period of FY 2019-2020.

Four weeks of paid parental leave in accordance with College policy.

That the monthly maximum College contributions toward employee health insurance (combined medical, prescription drug, vision and dental) shall remain at:

Employee	\$773
Employee + Spouse/ Partner	\$1416
Employee + Child(ren)	\$1315
Family	\$1667

December 19, 2019

20-074

RESOLUTION FOR APPROVAL OF THE 2019 FISCAL
YEAR AUDIT CORRECTIVE ACTION PLAN

PREPARED BY: Jim Crofts, Accounting Services Manager, Finance

APPROVED BY: Dina Farrell, Associate Vice President, Finance
Eric Blumenthal, Vice President, Finance and Administration
Mark Mitsui, College President

REPORT: In performing independent audit procedures required under ORS 297.425 the external auditor is required to determine if a municipal corporation has followed generally accepted accounting principles in reporting its financial condition and operations, established appropriate accounting systems and internal controls and substantially complied with legal requirements in conducting its financial affairs. PCC and other Oregon community colleges are considered municipal corporations for the purposes of the municipal audit law under the broad definition of school district.

ORS 297.466 requires the governing body to determine the measures it considers necessary to address any deficiencies disclosed in the report and to adopt and report to the Secretary of State a plan to address those deficiencies.

A deficiency was identified by auditors performing the 2019 fiscal year audit and a corrective action plan described in Exhibit A has been developed to address the deficiency. This plan has been reviewed with the Board Audit Committee.

RECOMMENDATION: That the Board of Directors approve the 2019 fiscal year audit corrective action plan in Exhibit A.

ATTEST:

APPROVED:

Mark Mitsui
College President

Jim Harper, Chair
Board of Directors

20-074
Exhibit A

Finding 2019-001
Significant Audit Adjustments
Significant Deficiency in Internal Control

Finding Summary: During the audit, there were significant adjustments that were found as a result of audit procedures.

Responsible Individuals: Dina Farrell, Associate Vice President of Finance

Corrective Action Plan: While multiple layers of staff and management review are currently performed on the financial statements and supporting documents, not all of the review has been completed prior to commencement of audit fieldwork.

The process of preparing College entity wide financial statements is complex requiring compilation and adjustments to be made to convert budget based source financial data from the College's financial system using spreadsheets and incorporating additional required data from multiple external sources.

College will confer with the auditors to prevent these findings from occurring in the future through adjustments to the timing and levels of review and other means.

College will take additional steps to enhance the amount and timing of review of financial statements and supporting documents prior to submitting to auditor for testing.

Specific staff assignments will be made to coordinate and provide for additional review of spreadsheets and supporting schedules and data used to compile the financial statements.

College will also confer with the auditors to adjust the scheduled start of audit fieldwork to allow for additional final review of financial statements, including footnotes, by management.

Anticipated Completion Date: October 2020

December 19, 2019

20-075

APPOINTMENT OF DELEGATES TO ATTEND THE
ASSOCIATION OF COMMUNITY COLLEGE
TRUSTEES (ACCT) 2020 COMMUNITY COLLEGE
NATIONAL LEGISLATIVE SUMMIT IN WASHINGTON,
D.C. FROM FEBRUARY 10-12, 2020

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

APPROVED BY: Mark Mitsui, College President

REPORT: In accordance with Board Policy B 210, the Board of Directors recognizes the benefits derived by the College through membership in various educational organizations and from attendance of directors at state and national meetings which deal with community college issues. The Chair and Vice Chair have considered a slate of delegates to attend the ACCT National Legislative Summit in Washington, D.C. from February 10-12, 2020.

RECOMMENDATION: That the Board of Directors appoints Mohamed Alyajouri, Hannah Alzgal, Denise Frisbee, and Alex Diaz Rios as delegates to represent the College at the ACCT National Legislative Summit.

December 19, 2019

20-076

FREEDOM OF EXPRESSION POLICY—BP 3900 (FIRST
READING)

PREPARED BY: Sylvia Kelley, Executive Vice President

APPROVED BY: Mark Mitsui, College President

REPORT: The College is conducting a comprehensive review of its policies, procedures, and guidelines regarding freedom of expression. As part of this review, the College has identified the need for a specific Board policy regarding freedom of expression. In alignment with the Oregon Community College Association (“OCCA”) policy framework, it is best practice for the Board to adopt a policy that establishes high-level expectations and directs the President to enact administrative procedures and other guidance implementing the Board policy.

Staff have prepared a Freedom of Expression policy (Exhibit B) based on the model OCCA policy that addresses the following areas:

- A firm commitment to protecting freedom of expression for all members of the College community;
- A statement of the College’s right to impose permissible time, place, and manner regulations on free expression, in order to allow for the orderly operation of the College’s campuses and to carry out its education mission;
- A clear statement that the College will not permit expression that includes specific threats of violence, causes significant disruption to the College’s operations, is defamatory, is obscene, or incites others to commit acts that violate law or policy;
- A reminder that the College prohibits harassment, bullying, threats, and intimidation, and expression that violates these policies will not be tolerated; and
- A directive to the President to enact necessary administrative procedures to carry out the policy.

In addition to the Board policy and administrative regulations, the College is drafting several FAQ documents that will provide more information about the First Amendment as well as resources available to students and others who are negatively impacted by protected speech that is unwelcoming or does not

reflect the College's values of diversity, equity, and inclusion.

Throughout this process, the College will seek input from students, faculty, and staff to ensure the guidance reflects the needs of our community.

RECOMMENDATION: Accept BP 3900 Freedom of Expression (Exhibit B) policy for First Reading at the December 2019 meeting, with the Second Reading and Adoption of the Freedom of Expression Policy to be scheduled for the January 2020 Board of Directors meeting.

BP 3900 Freedom of Expression Policy

Portland Community College (“PCC”) supports the right to freedom of expression. Students, employees, and members of the public are free to exercise their rights of free expression, subject to the requirements of this policy and the accompanying administrative procedures.

In order to support PCC’s educational mission and to help ensure safety for all members of the PCC community, this policy establishes time, place, and manner regulations as permitted under the law in designated forums. The intent of PCC’s time, place, and manner regulations is to support free dialogue and debate while allowing for the orderly operation of PCC’s campuses.

PCC does not permit speech or expression that includes specific threats of violence, causes significant disruption to PCC’s operations, is defamatory, is obscene according to current legal standards, or incites others so as to create a clear and present danger of the commission of unlawful acts on PCC’s property or the violation of PCC’s policies or procedures.

PCC’s policies prohibit harassment, bullying, threats, and intimidation. Speech or expression that violates these policies will not be tolerated, and students violating them may be subject to discipline.

The Board directs the President to enact administrative procedures as necessary to enact this policy and to reasonably regulate the time, place, and manner of the exercise of free expression in designated forums.

Board of Directors Goals 2019-2020

Diversity, Equity and Inclusion

Strategic Goal: Ensure that the Board of Directors and the President both advance Diversity, Equity and Inclusion in measurable and strategic ways.

- PCC increases the recruitment, hiring and retention of employees of color.
- PCC increases the awarding of contracts to MWESB companies.
- The PCC Board of Directors will establish and implement a way of including DE & I into the policy making process and other key board functions.

Equitable Student Success

Strategic Goal: The board holds itself and the college president accountable for improving equitable student success.

- PCC improves access, retention, and completion rates for all students and reduces and then eliminates disparities in these rates for low-income students and students of color.
- Board members utilize personal and professional networks to establish new strategic partnerships that bring new resources to the goal of improving outcomes for students (e.g., resources that address student housing and food insecurity, the PCC Campaign for Opportunity, etc.)

Mission Fulfillment

Strategic Goal: Through the development of policy, a strong relationship with the college president and effective public advocacy, ensure that Portland Community College is well positioned to meet the current and future needs of the communities it serves:

- Engage, at the board level, in the PCC Strategic Planning Process and prepare for the board role in the next accreditation visit.
- Continue to engage in coordinated, strategic advocacy with city, county, regional, state and federal governments.
- Continue strategic oversight of critical college performance through the Audit Committee, dashboard review, budget presentations, evaluation of the president, etc.
- Evaluate the PCC President relative to his 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:

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| • 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.