



Board of Directors **Business Session**

March 19, 2020

#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

March 19, 2020

AGENDA

REMOTE ACCESS:

<https://portlandcc.zoom.us/j/394136285>

Meeting ID: 394 136 285

Dial by your location

+1 669 900 6833 US (San Jose)	+1 346 248 7799 US (Houston)
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+1 301 715 8592 US	+1 312 626 6799 US (Chicago)

Please note, by accessing the Zoom link you will be able to hear audio only.
Public comment on agenda items can be emailed by 5:30 pm on the meeting date
to boardmember@pcc.edu.

If you require additional accommodations please email boardmember@pcc.edu
stating your requirements.

5:30 PM Call to Order—Business Session

- Approval of Agenda
- Approval of Minutes—February 28, 2020

5:35 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

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Academic Professional Appointments:

Lisa Brandt, Alternative Media Coordinator, Disability
Services, Sylvania Campus (Temporary)

Abel de la Cruz, Advising Training and Development
Coordinator, Office of the Dean of Student

Development, Rock Creek Campus (Temporary)

Kali Giaritta, Community Education Program
Coordinator, Recreation and Wellness, Cascade
Campus (Temporary)

Nichoel Patterson, Student Records Coordinator,
Student Affairs, Downtown Center (Temporary)

Administrative Appointment:

Lisa Aasheim, Director of Counseling Services, Student
Affairs, Sylvania Campus
Michelle Brown, Treasury and Bursary Manager,
Finance and Administration, Downtown Center
(Temporary)
Phil Christain, Associate Dean of Student
Development, Office of the Dean of Student
Development, Rock Creek Campus (Temporary)

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BOARD

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5:45 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.

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

February 27, 2020
Sylvania Campus
12000 SW 49th Avenue, Portland, Oregon, 97219

BOARD MEETING MINUTES

ATTENDANCE

Hannah Alzgal, Mohamed Alyajouri, Jim Harper, Tiffani Penson, Alex Diaz Rios, Dan Saltzman, Michael Sonnleitner (by video)

CALL TO ORDER

Chair Harper called the Business Meeting to order at 6:29 pm.

APPROVAL OF THE AGENDA

The agenda was approved as published. Alyajouri/Saltzman

The January 19, 2020 meeting minutes were approved as published. Penson/Diaz Rios

INFORMATION SESSIONS

Sylvania Campus Update – Dr. Lisa Avery, Campus President, Sylvania Campus
I'm here to talk with you tonight about some strategies we have been embarking on to increase enrollment here at Sylvania, and not just increase enrollment but really focus on the needs of working adults. Two things we have really been working on is one, is to try to offer more programs and services to working adults and secondly, as you know, we are embarking on a major remodel that will change our classroom availability on campus. In advance of that, last winter, we started working with our business faculty to structure classes for Friday. Friday Academy is the result of many areas of our campus coming together to create opportunities for working adults to enroll and succeed. Students enrolling in Friday Academy at Sylvania earn 12+ credits, while only coming to campus on Fridays. These hybrid classes are a blend of online and in-person coursework, giving students the flexibility of online classes with the support of on-campus life. Students in Friday Academy come to class between 9am to 3:15pm for our cohort-style teaching sessions. With two tracks, business and transfer, students have the opportunity to earn their associates degree credits with the support of our specially trained faculty and student support services. Friday Academy Students need to be prepared to complete work outside of the classroom, so excellent time management skills are a must. An ideal student for this program will be seeking a general transfer, accounting, or business associates degree and has completed all prerequisites for their track.

The first Friday Academy was offered Winter 2019 and had 107 students enrolled. Winter 2020 had 184 students enrolled. As the HT remodel expands we are doing a lot of work to be creative with our scheduling. This is an attempt to bridge online and fully

face to face. 33% of enrollees reported being 31 or older; 43% reported being employed part-time, and 24% reported being employed full-time. We are trying to have that flexibility for full-time workers. Student success data shows that hybrid offerings can be some of the most positive outcomes in terms of retention and success. It is a very competitive enrollment environment right now.

Legislative Session Update – Mark Mitsui, College President

As you probably know, Senate Republicans walked out and that left some bills stranded. I wanted to highlight some of the bills that are of interest to community colleges that are waiting for the return of the Senate Republicans. One is House Bill 4146, which is a funded mandate regarding being able to cover part time faculty health care particularly when faculty are employed between different colleges. Another Bill HB 4160 for underrepresented students; this has to do with part of our budget request last time. Part of it had to do with a 35 million dollar request for underserved students in the community colleges. We wanted it to come out of the revenue package which really ended up only being for K-12. This time around there is interest in what has been called a roadshow, which is how the K-12 advocates engaged the legislature for their revenue packet. This is a bill that would outline a statewide tour for state legislatures to visit community college and university campuses across the state. This bill has been referred to ways and means and is awaiting a reconvening of the Senate.

Senate Bill 1521, the omnibus education bill. This incorporated some language around putting additional traction behind the previous transfer bill. There has been some progress made through the previous legislation and the learning points from that previous legislation are baked into this senate bill. Finally, HB 4055, this is the bill identifying a hunger and homelessness study for higher education - predominantly for the universities.

I want to add that Portland Community College led the proposal for the development of a strategic initiative for a funded statewide hunger and homelessness survey, which was just concluded and distributed by the Hope Center out of Temple University. 14 of the 17 community colleges participated. The homeless rate was approximately 20%, the hunger/food insecurity rate was over 50%, and the housing insecurity was about 40%. About two thirds of all students experience at least one form of basic needs insecurity. PCC's data was also released and our numbers were very, very similar. The question on homelessness had to do with six months prior to the administration of the survey. These included staying in a structure not included for human habitation (cars, recreational vehicles, tents), and couch surfing was also included in the definition of a homeless student. Housing insecurity had to do with whether or not you thought you could make next month's rent payment. Food insecurity meant that you weren't regularly sure where your next meal was going to come from. Suffice to say this is very, very alarming and is also consistent with national data. There have been some questions raised in research communities in regard to methodology. The sample population for PCC was about 3,800 students with around a 12% response rate. We are planning on using that data in preparation for the next long session to help spin up the next budget request. This data has been distributed to legislators.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS SESSION

Chair Harper proposed approval of Resolutions 20-090 to 20-108. Saltzman/Diaz Rios

PUBLIC COMMENT ON NON AGENDA ITEMS

None

REPORTS

Student: Hannah Alzgal

I wanted to report out on what District Student Council has been working on, regarding student initiatives. I want to acknowledge all the work the DSC members have done around organizing with tuition rollback. It was emotional work, talking to students about the struggles with the cost of college. I want to highlight that DSC and College Administration found a window of opportunity to collaborate by investing a million dollars in direct student support services, student leadership opportunities, and efforts that are centering around the marginalized communities that attend here. I think this is a really great success of out of this long effort and I really want to commend everyone that was involved in that.

DSC is working on editing our current budget policies and any other standards of practice that we use. I will be reporting out about those later, by the end of the year. People of color in DSC have formed an affinity group within the council as an opportunity to provide space for our own struggles and really take the charge of equity work for the DSC.

The Eco-social justice directors are preparing for a presentation at WOHESC later this month about their positions and how that has been working in student government and their efforts regarding sustainability.

Classified: Jeff Grider

Our Classified Federation has been working hard at getting squared away for the AFT National Convention delegate election. We have been working on our constitution and by-laws, updating things for the modern age with things like email voting, perhaps. We are also quite busy without normal labor relations business, as well as getting our new contract draft proofread and ready for printing soon.

Faculty and Academic Professionals: Frank Goulard

We had a great Winter School at the end of January where Jeff and I, and hundreds others across the state participated. You learn a number of things from organizing, bargaining, to the latest legal developments and so on. Vincent Blanco, who is our labor relations specialist for both locals was also in attendance. We had, out of the 100 statewide, about 20 from PCC, so that was a nice representation and good source of information and networking opportunities as well.

HECC had our meetings in early February, both the funding and achievement subcommittee meeting and the regular meeting. As President Mitsui mentioned, the various bills the HECC has been involved with is also on hold. We are meeting in Roseburg in April at Umpqua Community College. We were in Ashland a few months ago. About once every three months we travel. You kind of have a fishbowl or tunnel vision when you don't get off campus enough. With gratitude, it's a real pleasure to be able to get out and see the places, get the feel of the students at the particular place.

Board Members:

Director Diaz Rios

I recently moved to Zone 4 for many reasons, mainly a fifteen hour commute and I'm working on my second Master's degree at Portland State and I am a more than full time teacher for my wild sixth graders. I plan to stay on the board until June 2021 and then we will see what the future holds after that.

Director Sonleitner

Before I left Portland I attended many political events. I am following with care the Republican walkout and its impact on our priorities.

Director Saltzman

I would like to make two requests for future information sessions. One is the Hope Study that was mentioned earlier. I feel like there are lessons to be learning from this information and I want to know what our responses are to the findings of the study. Secondly, I would like us to drill down on the future of the Portland Teacher Program. I would like to get to the bottom of this to see how it can be as robust as it should be.

Vice Chair Alyajouri

Our DC trip was really inspiring, every year we do this with the students and some of the leadership and, aside from having the usual meetings we normally do with our legislators, it was just an honor to have additional meetings with agencies. They gave us the chance to have the students connect directly with these leaders for opportunities that can benefit PCC for many years to come.

Additionally, I want to make sure everyone is taking care of themselves during this COVID-19 craze. I work in healthcare, so this is my 24 hours a day thinking. Our staff at OHSU are preparing and if anyone has any questions or concerns can talk to me anytime about what we are doing as a healthcare community.

Chair Harper

I want to follow up on our trip to DC. It was probably the busiest trip I've ever been on. Mark put together a wonderful set of visits for us. I think we don't appreciate the value we have in our President, because he opens those doors. We went to the Department of Labor, the National Skills Coalition, the Committee on Transportation and Infrastructure. We had a wonderful visit with AARP. We talked to the National Science Foundation and we talked to AACC. They welcomed us with open arms and if you look at, I've been on this board for 14 years, and this was the second time thanks to Mark

that we were actually able to take these meetings. If you talk to some of the students with us, they will tell you how busy it was. It was great.

President Mitsui

Just a quick note that on the board calendars you will see a hold for an optional meeting next Thursday. Because we have been discussing the student board member arrangement and agreement that would be a topic for that meeting with Hannah's participation of course. Next Thursday can be a work session that we can dive into more detail with that, as well as Director Saltzman's request to go in to more detail about the Hope Survey.

This is my first year as a commissioner on the NWCCU. One big development at the federal level is new rules regarding accreditation that are due to come in to effect July 1st. The big change is now institutions can seek accreditation through credits other than their region's accreditors. In other words, the Department of Education has opened the door for accreditor shopping. Institutions can go to any part of the country. One of the columnists in *Inside Higher Ed* has expressed his concern that this could be a race to the bottom. It's only natural, institutional behavior to seek the cheapest, fastest, and easiest accreditation process possible. Right now there are accrediting bodies that accredit institutions that have demonstrated practices that result in many student complaints, or the institution going out of business as ITT did two years. ITT was accredited by a national accreditor, accredited by the US Department of Education. We took on their nursing students at great cost to the state, at great cost to the students, and we were able to get them all through to graduation, but that was the condition of the institution after they went out of business. They were accredited, let me repeat that. We have to keep our eyes peeled, certainly as a member of the commission I will be more attuned to this particular topic.

I have also joined the board and been elected to the American Council on Education. This is the umbrella organizations for all the higher education organizations. One of the advantages is that they are an incredible resource for us. During my orientation, one of their presenters provided very helpful information around the DACA decision coming up in June and had some very nuanced interpretations that could help us develop an algorithm in preparation for the decision. There are preparations we need to take in to consideration.

I want to thank Traci Fordham and Tricia Brand for staffing the Preferred Future Task Force to spin that group up again. This was the group that was developed as a result of the 2016 elections, when executive orders, protests, several statements and tweets came out that greatly alarmed our community. I formed the Preferred Future Task Force in order to project out, in advance, key flash points that we need to be prepared to address proactively. Now, with the election season coming up I have asked for this group to be spun up again to take a look at, for example, those periods of time after the conventions and entry in the general election where the political tensions will ramp up again. Take a look also at the many issues that will come up in between, in particular the decisions around DACA. June will be a particularly tense time and we should

prepare for that to garner resources to help our students to respond to the stressors associated with the highly probable decision around DACA rescission.

We were also named by the National Skill Coalition to be a member of the Support Services Academy. We were the only community college that was invited. We will also be a part of the Policy Academy through SkillSPAN. We have been asked to join the policy for quality postsecondary schools task force through HECC and CCWD. I will be serving on that task force to identify quality postsecondary credentials.

We sent a strong team of 40 individuals from PCC to Achieving the Dream. We had a fantastic four days and it was very encouraging to see institutions that have significantly improved their equitable student success rates and let us know that we are where they were, maybe three or four years ago. It was good to hear we are on the right track.

I then attended the Second Nature Climate Action Summit in Atlanta. I was very pleased and proud of faculty member Kim Smith, who presented on the amazing work she has done globally, nationally, and regionally with the Greater Portland Sustainability Education Network, which is a program through the United Nations University.

I have been asked to join the Aspen Institute Ascend Initiative for pioneers for postsecondary student success for parents. This is a national group roundtable of presidents who will be sharing best practices on how to support parents in postsecondary education, in particular community colleges.

I also want to thank Briar Schoon and Tony Ichsan for their presentations at Second Nature. They did a great job and garnered some very helpful ideas and strategies for sustainability at PCC.

I have been co-chairing the artificial intelligence task force identifying implications of AI for higher education. We will be generating a rough draft report by June and a final draft closer to the legislative session to Governor Brown. The report will consist on recommendations for how the higher education system can best prepare students for an AI influenced workscape.

We were also awarded a 495,000 boost grant through the Kreisge foundation. This is for a two-gen strategy and a partnership with Albina Head Start to help parents upskill through integrated education and training strategy, while their children receive support services through Head Start. The goal is to move both generations out of poverty through education and training at the same time.

We had a great fundraiser for comprehensive campaign at Thomas Lauderdale's. It was a great opportunity and it was a wickedly good time with Rock Creek Choir singing and Thomas playing the piano. The donors were there in force – over 150. We got at least two Champions of Opportunity committed that night.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:26 pm.

Jim Harper, Chair

Mark Mitsui, College President

Prepared by:

Jeannie Moton, Executive Coordinator

Minutes approved on March 19, 2020.

March 19, 2020

20-109

APPROVAL OF PERSONNEL ACTIONS

PREPARED BY: The Human Resources Department Staff

APPROVED BY: Mark Mitsui, College President

RECOMMENDATION: That the Board of Directors approve the following actions:

A. Approval of new hires, new positions and change of position

Academic Professional Appointment (Temporary)– Lisa Brandt

Alternative Media Coordinator

Disability Services, Sylvania Campus

Annual Salary: \$53,795 Grade: 4 Step: 4

Effective: February 10, 2020 to June 30, 2020

Applicant Flow: 3.64 Recruitment

Academic Professional Appointment (Temporary)– Abel de la Cruz

Advising Training and Development Coordinator (0.5 FTE)

Office of the Dean of Student Development, Rock Creek Campus

Annual Salary: \$51,674 @ 0.5 FTE Grade: 5 Step: 1

Effective: February 13, 2020 to July 20, 2020

Applicant Flow: 3.64 Recruitment

Academic Professional Appointment (Temporary)– Kali Giaritta

Community Education Program Coordinator

Recreation and Wellness, Cascade Campus

Annual Salary: \$51,674 Grade: 5 Step: 1

Effective: February 3, 2020 to August 21, 2020

Applicant Flow: 3.64 Recruitment

Academic Professional Appointment (Temporary)– Nichoel Patterson

Student Records Coordinator

Student Affairs, Downtown Center

Annual Salary: \$66,129 Grade: 4 Step: 10

Effective: February 10, 2020 to August 20, 2020

Applicant Flow: 3.64 Recruitment

Administrative Appointment– Lisa Aasheim

Director of Counseling Services

Student Affairs, Sylvania Campus

Annual Salary: \$112,000 Grade: N

Effective: February 21, 2020

Applicant Flow:

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

Administrative Appointment (Temporary)– Michelle Brown

Treasury and Bursary Manager

Finance and Administration, Downtown Center

Annual Salary: \$86,000 Grade: M

Effective: January 16, 2020 to December 20, 2020

Applicant Flow: Direct Appointment

Administrative Appointment (Temporary)– Phil Christain

Associate Dean of Student Development

Office of the Dean of Student Development, Rock Creek Campus

Annual Salary: \$91,100 Grade: M

Effective: February 17, 2020 to June 30, 2020

Applicant Flow: Direct Appointment

**ETHNIC AND GENDER DESCRIPTION OF STAFF PROPOSED TO BE HIRED IN THE
MARCH 19, 2020 PERSONNEL REPORT**

Female	5	American Indian/Alaskan Native	0
Male	2	Asian	0
Not Disclosed	<hr/>	Black or African American	1
	7	Hispanic/Latino	1
		Native Hawaiian/Pacific Islander	0
		Not Disclosed	0
		Two or More Selections	1
		White	<hr/>
			7

March 19, 2020

20-110

AUTHORIZATION TO CONTRACT WITH CDW
GOVERNMENT LLC. FOR UNINTERRUPTIBLE POWER
SUPPLY (UPS) EQUIPMENT MANAGEMENT

PREPARED BY: Michael Mathews, College Purchasing Manager

FINANCIAL
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

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

REPORT: The College has a need for proactive technical support, remote monitoring, and on-site service for the single phase and three phase Uninterruptible Power Supply (UPS) systems. The UPS provides near-instantaneous emergency power to PCC's critical IT data and networking infrastructure throughout the district.

Facilities Management Services staff would like to utilize the State of Oregon Price Agreement 5603 for IT HVAR (Hardware Value Added Reseller), in accordance with Procurement Rule PCC-46-0400. This is a State of Oregon cooperative Price Agreement that was formally solicited as DASPS-2143-15, valid through December 30, 2020. The terms of the Price Agreement allow Contracts to extend beyond the termination of the Agreement. There are no COBID certified firms that offer all of the services required.

The Contract cost is \$519,166.44 for the three year period, which consists of the following fees:

- Single Phase UPS 3 years for a total of \$402,349.32:
 - Year 1: \$144,467.50
 - Year 2: \$135,082.95
 - Year 3: \$122,798.87
- Three Phase UPS 3 years for a total of \$116,817.12:
 - Year 1: \$32,873.12
 - Year 2: \$41,972.00
 - Year 3: \$41,972.00

RECOMMENDATION: That the Board of Directors authorize the award of a three (3) year contract with CDW Government LLC to provide technical support, remote monitoring, and on-site service for the College's UPS, for a total cost of \$519,166.44. The total Funding is from the General Fund and Capital Projects Fund.

March 19, 2020

20-111

AUTHORIZATION TO AWARD CONTRACT FOR THE
DESIGN SERVICES FOR ROCK CREEK BUILDING 2
RENOVATION

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 modernize and renovate
portions of Building 2 at the Rock Creek Campus. The
Welding program areas need to be modernized in addition
to potential HVAC, lighting, and restroom modernization.

At the June 2019 Board Meeting the Board approved
BR19-126 to establish a price agreement for Architectural,
Engineering, and Landscape Architectural Design
Consulting Services.

Planning & Capital Construction requested OPSIS, one of
the firms on this agreement, to provide a proposal for the
design portion of the work. Staff have reviewed the
proposal and recommend acceptance. The total cost
proposed, including reimbursables expenses, is \$266,240.

The price agreement being used was publicly bid and
resulted in a mix of COBID and non-COBID firms being
available for selection. On this occasion OPSIS, who are
not COBID certified, were selected for the work based on
their knowledge of the Campus as were the sub-
consultants included in the process. OPSIS understand
PCC's COBID goals and ensure any further projects meet
these goals.

RECOMMENDATION: That the Board of Directors authorize PCC to award the
contract for the Rock Creek Building 2 Design Services to
OPSIS for a total amount of \$292,864 including 10%
contingency. Funding is from the 2017 Bond Program.

March 19, 2020

20-112

AUTHORIZATION TO AWARD CONTRACT FOR THE
DESIGN SERVICES FOR ROCK CREEK BUILDING 3
RENOVATION

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 modernize and renovate portions of Building 3 at the Rock Creek Campus. During the 2008 bond program the eastern part of the building was modernized including the HVAC systems. This project would be primarily focused on upgrading the HVAC on the west side of the building. Other minor renovation projects may be included in the final scope depending on budget availability, such as restroom upgrades.

At the June 2019 Board Meeting the Board approved BA 19-126 to establish a price agreement for Architectural, Engineering, and Landscape Architectural Design Consulting Services.

Planning & Capital Construction requested Studio Petretti, one of the firms on this agreement, to provide a proposal for the design portion. Staff have reviewed the proposal and recommend acceptance. The total cost proposed, including reimbursables expenses, is \$249,290.

Studio Petretti is a registered WBE firm in Oregon.

RECOMMENDATION: That the Board of Directors authorize PCC to award the contract for the Rock Creek Building 3 Design Services to Studio Petretti for a total amount of \$274,219 including 10% contingency. Funding is from the 2017 Bond Program.

March 19, 2020

20-113

APPLY TO THE HIGHER EDUCATION COORDINATING
COMMISSION FOR APPROVAL OF THE ELECTRONIC
ENGINEERING TECHNOLOGY LESS THAN ONE-YEAR
CAREER PATHWAY CERTIFICATE FOR PORTLAND
COMMUNITY COLLEGE

PREPARED BY: Susan Watson, Curriculum Coordinator, Curriculum Support Services

FINANCIAL
RESPONSIBILITY: Diane Shingledecker, Division Dean, Engineering and Technology Division

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

REPORT: The proposed Electronic Engineering Technology Less Than One-Year Career Pathway Certificate replaces the Electronic Engineering Technology 1-Year Certificate. This change allows students to complete the certificate in 3 terms instead of 4 terms, thereby accelerating placement into a career pathway. This career pathway certificate prepares students for entry-level positions in electronics engineering technology. All courses in the 42-credit certificate are embedded in the Electronic Engineering Technology AAS.

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

March 19, 2020

20-114

APPLY TO THE HIGHER EDUCATION COORDINATING
COMMISSION FOR APPROVAL OF THE EMERGENCY
MEDICAL TECHNICIAN LESS THAN ONE-YEAR CAREER
PATHWAY CERTIFICATE FOR PORTLAND COMMUNITY
COLLEGE

PREPARED BY: Susan Watson, Curriculum Coordinator, Curriculum Support Services

FINANCIAL
RESPONSIBILITY: Janeen Hull, Division Dean, Allied Health & Emergency and Legal Services

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

REPORT: The proposed Emergency Medical Technician Less Than One-Year Career Pathway Certificate prepares students with entry-level positions as in a variety of emergency medical settings. The 12-credit certificate curriculum is comprised of two courses that allow students to be eligible to sit for the National Registry exams which lead to state licensure. All courses in the certificate are embedded in the Emergency Medical Technician-Paramedic AAS and the Emergency Medical Services One-Year Certificate.

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

March 19, 2020

20-115

APPLY TO THE STATE BOARD OF EDUCATION FOR
APPROVAL OF THE LESS THAN ONE-YEAR
CERTIFICATE IN MECHATRONICS FOR PORTLAND
COMMUNITY COLLEGE

PREPARED BY: Susan Watson, Curriculum Coordinator, Curriculum Support Services

FINANCIAL RESPONSIBILITY: Matthew Altman, Division Dean, Science and Technology

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

REPORT: The proposed Less Than One-Year Certificate in Mechatronics is designed to prepare students for entry-level jobs in advanced, automated manufacturing environments. This 41-credit certificate also provides a foundation for more training that would prepare students to use these skills in specialized manufacturing environments that involve automation, including industries such as (but not limited to) aerospace, biotech, food and/or beverages, or semiconductors. The certificate also is aimed at the growth of robotics/mechatronics programs at the high school level, and creates a dual credit pipeline that should promote enrollment growth in related CTE programs at PCC.

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

March 19, 2020

20-116

APPLY TO THE HIGHER EDUCATION COORDINATING
COMMISSION FOR APPROVAL OF THE YOGA TEACHER
LESS THAN ONE-YEAR CAREER PATHWAY CERTIFICATE
FOR PORTLAND COMMUNITY COLLEGE

PREPARED BY: Susan Watson, Curriculum Coordinator, Curriculum Support Services

FINANCIAL
RESPONSIBILITY: Karen Sanders, Division Dean, Health Professions and Physical Education

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

REPORT: The proposed Yoga Teacher Less Than One-Year Career Pathway Certificate prepares students with entry-level positions as yoga teachers. The 12-credit certificate curriculum explores yoga leadership to lead and educate individuals and groups in yoga practice, apply an understanding of yoga philosophy, and develop communication skills needed to communicate with diverse individuals. All courses in the certificate are embedded in the Exercise Science AAS. The Yoga Teacher Less Than One-Year Career Pathway Certificate has been reviewed and approved by the Exercise Science Advisory Committee.

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

March 19, 2020

20-117

NAME THE STUDENT SERVICES SPACE AT PCC
SYLVANIA IN HONOR OF CHRISTINE AND TOM
NEILSEN

PREPARED BY: Ann Prater, Executive Director, PCC Foundation

FINANCIAL
RESPONSIBILITY: Ann Prater, Executive Director, PCC Foundation
Executive Committee, PCC Foundation
Sylvia Kelley, Executive Vice President

APPROVED BY: Mark Mitsui, College President

REPORT: Naming opportunities are exclusively controlled by the College, and as such the PCC Foundation has submitted a naming proposal to the College Board of Directors for the philanthropic naming of the Student Services Center in the CC Building of the PCC Sylvania Campus in honor of Christine and Tom Neilsen.

The naming proposal and naming agreements detail the Neilsen's extraordinary and generous volunteer service. The couple has contributed more than \$468,000 to PCC, including a \$280,000 gift to establish scholarships for equitable student success.

Chris has been a PCC Foundation Board member, a PCC Emeritus Board member and now she and Tom are the co-chairs of PCC's first comprehensive campaign. They have also been honored by the College Board with the PCC Patron Award in 2019 for their service.

In recognition of their exemplary volunteer and philanthropic service, the PCC Foundation Board has recommended that the Student Service area on the second floor of the CC Building on the PCC Sylvania campus be named in their honor.

RECOMMENDATION: That the PCC Board of Directors approve the naming of the Student Services space in the College Center Building on the Sylvania Campus the Christine and Tom Neilsen Student Services Center.



February 28, 2020

To: PCC Board of Directors

FROM: Ann Prater, Executive Director, PCC Foundation

APPROVED BY: PCC Foundation Executive Committee

CC: Mark Mitsui, PCC President

RE: Nomination for a philanthropic naming of PCC Sylvania Student Services space in honor of Christine and Tom Neilsen

Summary:

Christine (Chris) and Tom Neilsen have generously supported PCC's first comprehensive campaign, both as major donors and campaign leaders. In recognition of their generous gifts of time and resources, the PCC Foundation requests the PCC Board approve name the Student Services area in the CC building of the PCC Sylvania campus in their honor.

Overview:

In December 2016, the PCC Foundation Board launched its first comprehensive campaign with the unanimous support of the College Board of Directors. Our goal is to raise minimally \$20 million in private philanthropic contributions and an additional \$5 million from public partners. To date, the Foundation has raised more than \$30 million through current and planned gifts.

This historic campaign gives PCC the vehicle not only to generate large and small contributions, but also to engage with and recognize community supporters in exciting ways. Significant gifts offer the opportunity for the College and Foundation to recognize and honor a donor whose generosity advances our mission, furthers our capacity to serve students and our community, and enhances our growth and reputation. Specifically, philanthropic naming represents a poignant and prominent honor for a donor deemed worthy of such recognition.

Longtime supporters and volunteer leaders Chris and Tom Neilsen are especially deserving of this recognition.

The Portland couple was honored by the Portland Community College Board of Directors in 2018 as recipients of the Distinguished Patron Award, which recognizes extraordinary levels of service to the College. Chris and Tom previously owned Neilsen Manufacturing Inc., a Salem-based family business serving the high-tech industry, before retiring to Portland in 2007. Chris then served on the PCC Foundation Board of Directors from 2010 to 2015, including a term as Board President, because she wanted to make a difference in the lives of PCC students. Chris and Tom currently serve as co-chairs of PCC's Campaign for Opportunity, leading board and volunteer support to ensure the success of the PCC Foundation's first-ever comprehensive campaign.

Chris and Tom proudly count PCC among their top philanthropic priorities. In addition to generously sharing their time and volunteer leadership, they are strong proponents of PCC's Future Connect program, contributing more than \$70,000 specifically to support first-generation, low-income students through Future Connect scholarships and ongoing career guidance. In 2016, Chris and Tom committed to make an additional five-year, \$280,000 lead gift signaling their early support for PCC's comprehensive campaign — bringing their total contributions to PCC to more than \$468,000 over the past decade. Chris and Tom are among PCC's most loyal volunteers, opening their home to PCC Foundation guests for multiple fundraising and friend-raising events, including the first presidential meet-and-greet with Mark Mitsui upon his arrival in Portland.

In a recent interview, Chris said "Every student story is an inspiration. Both of us are humbled by the persistence and desire by PCC students to make their lives better. We are proud to support them in accomplishing their dreams. And we know that as they do that, they impact their own families and the community positively."

Naming Opportunity:

Naming opportunities are exclusively controlled by the College, and as such the PCC Foundation must submit this naming proposal and a naming agreement to the College Board of Directors for consideration. Attached is the gift naming agreement and a schematic showing the space that would be named.

The Foundation respectfully asks the College Board to approve this request based on the following:

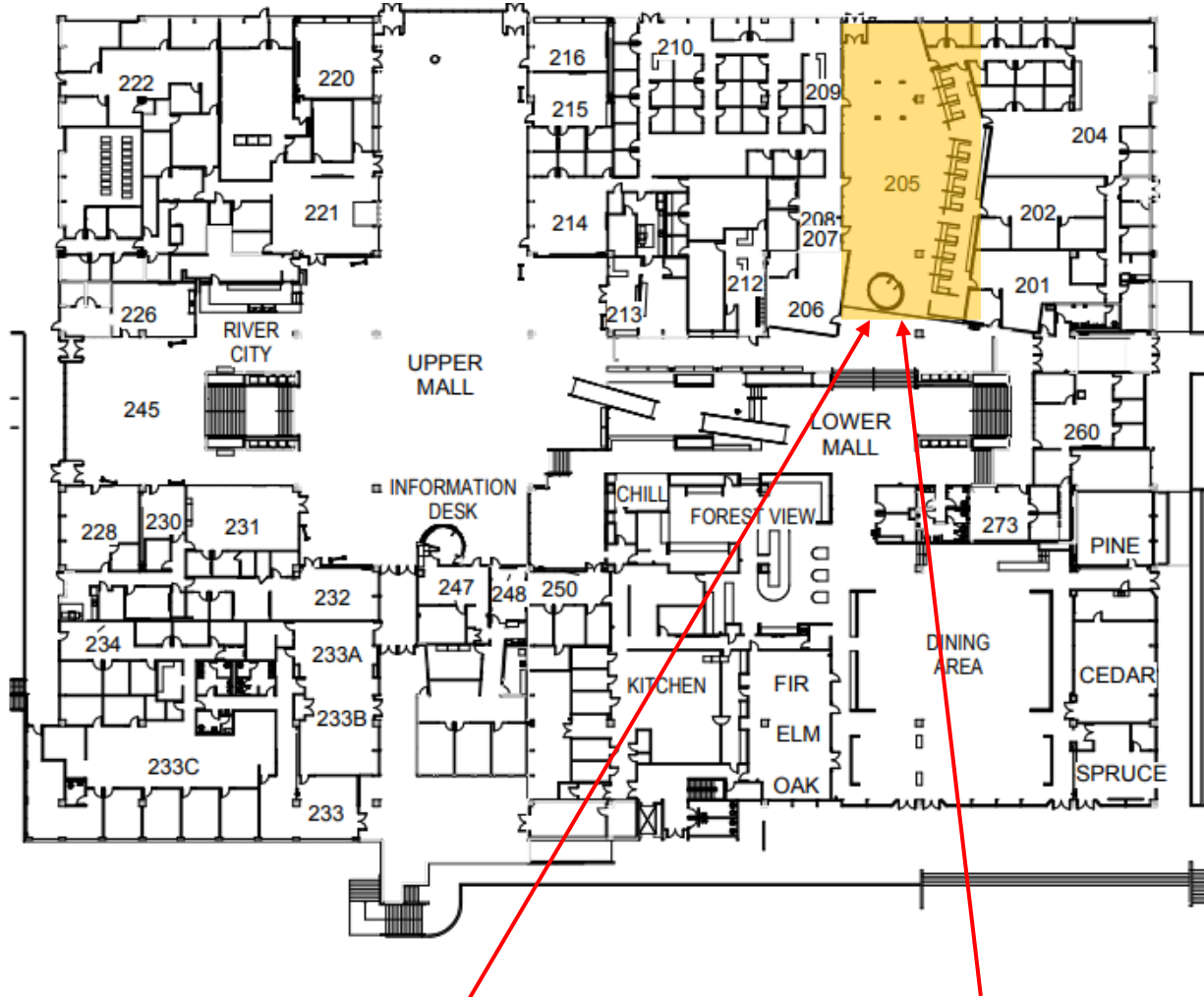
- While the PCC Foundation Gift Policy recommends a minimum gift of \$1,000,000 for naming a building. This space constitutes a small portion of one floor of the CC building.
- The Neilsen's have contributed more than \$468,000 to PCC.
- The Neilsen's through their commitment of resources and time, have demonstrated a deep commitment to equitable student success.
- This naming provides a significant opportunity to celebrate the power of private investments in our public institution.
- PCC has a tremendous amount of buildings, structures, property, and other assets with the potential to name with little prior history of doing so for philanthropic reasons. This gift honoring Chris and Tom Neilsen provides a great opportunity to begin this process in a thoughtful and meaningful way.

Recommendation:

That the PCC Board of Directors approve the naming of the Student Services space in the CC Building of the PCC Sylvania campus in honor of Chris and Tom Neilsen.

PCC Sylvania College Center

Proposed Naming Location of **Christine and Tom Neilsen Student Services Center**
(as shown in shaded area below)



March 19, 2020

20-118

REVISIONS TO BOARD POLICY 2105 (FORMERLY
REFERENCED AS B202-BOARD OPERATIONS AND
BYLAWS: STUDENT REPRESENTATION) FIRST
READING

PREPARED BY: Hannah Alzgal, Chair, District Student Council
Jeannie Moton, Executive Coordinator, Office of the
President

FINANCIAL
RESPONSIBILITY: District Student Council
Dr. Heather Lang, Vice President, Student Affairs

APPROVED BY: Mark Mitsui, College President

REPORT: On May 19, 2016 the PCC Board of Directors approved Resolution 16-122 for a first reading, allowing ex-officio student representation on the board. A second reading and final approval was on June 16, 2016. The District Student Leaders met to discuss the position and have asked for changes to be made to Board Policy 2105 (202 –Student Representation).

At the March 5, 2020 Work Session, District Student Council Chair (DSC) Chair and Student Board Member Hannah Alzgal presented a proposal from DSC that the two roles be separated. The board was amenable to the separation of duties.

RECOMMENDATION: That the Board of Directors approve the proposal from the DSC to adjust BP2105 (B202) and well as the Memorandum of Understanding as presented in Exhibit D.

Board Operations & Bylaws - B 202

PCC / About / Administration / Board / Policies /

The Metropolitan Area Education District was established by the voters of the district at an election held June 6, 1968. The name of the district was changed to Portland Community College District on October 13, 1971. Portland Community College District operates under authority of Oregon Revised Statutes and Oregon Administrative Rules.

Membership of the Board

The Board of Directors of the Portland Community College District consists of seven members. Members are elected to a four-year term at an election held as specified in ORS 255.355(1). Members shall be elected to represent a zone, and they shall be residents of that zone. (ORS 341.326) The zones within the district are to be as nearly equal in population as feasible according to the latest federal census and are adjusted by the Board following the federal census to reflect population changes. (ORS 341.175)

No person who is an employee of Portland Community College may serve on the PCC Board. (ORS 341.275 [2]).

Term of Office

The term of office of all Board members shall begin on July 1 following the date of their election. Board members shall serve until their successors are elected and qualified. Board members must qualify by taking the oath of office before assuming the duties of office. (ORS 341.326 [4])

REVISIONS TO BOARD POLICY 2105

Student Representation

In addition to the seven (7) Board members, there shall be one (1) ex-officio student ~~member-representative~~ on the Board of Directors to provide for the effective representation of students. The student representative shall be entitled to all the rights, responsibilities, duties, and privileges of a Board member which include: (1) sitting at the dais with the Board during public meetings. (2) participating in discussion and commenting on relevant topics. (3) abiding by the Portland Community College Board of Directors Code of Ethics and all other statutes, rules, and regulations applicable to service on the Board of Directors. The following conditions apply: (1) The student representative may cast an advisory vote on all matters that come before the Board for a vote, but such vote will not count for the purposes of determining whether a vote

passes or fails and will not count towards a quorum. ~~shall not have an official vote in Board policies and decisions.~~ (2) The student representative shall not be involved in, have an unofficial vote on, or receive materials pertaining to personnel or legal matters. (3) The student representative shall not participate in, or attend Executive Sessions. (4) The student representative shall not be held responsible for representing constituencies other than the district student body. ~~220-16-122 Exhibit A~~ (C) The student representative shall be a PCC student in good standing. (D) The student shall be hired by processes established by The Chair of the District Student Council ("DSC") of the Associated Students of Portland Community College and shall serve as the ex-officio student representative on the Board for so long as the student ~~serves as DSC Chair and otherwise~~ complies with the qualifications and requirements for the student representative.

Vacancies

When a vacancy occurs on the Board the remaining members shall fill it by appointing a qualified resident of the zone in which the vacancy exists. The member so appointed shall serve until the next regular district election when a successor shall be elected to serve for the remainder of the unexpired term.

A Board member who changes residence from one zone to another zone, or who no longer resides in the zone due to a change in zone boundaries, is entitled to remain as a Board member until June 30 following the next regular board election date at which a successor shall be elected. (ORS 341.335 (2))

Officers of the Board

The Board of Directors of the Portland Community College district shall elect one of its members as Chairperson and another as Vice Chairperson at its annual organizational meeting in July. The President of Portland Community College shall serve ex-officio as Executive Officer of the Board. The President may appoint a deputy to assist in that role.

Duties of Chairperson of the Board:

Preside at all meetings of the Board.

Call special meetings as required.

Sign the minutes of all regular and special meetings of the Board, and such other documents as may be required by law.

Duties of Vice Chairperson of the Board

Preside at Board meetings in the absence of the Chairperson.

Fill other duties of the Chairperson as needed.

Legal Counsel, Auditor, Insurance Agent Review

Legal counsel may be appointed by the Board. Legal counsel shall advise the Board on specific legal problems as requested. All requests by an individual Board members for legal opinions from legal counsel shall be made at Board meetings. The Board will review at least once every three years its contracts with legal counsel, auditors and insurance agents.

Meetings of the Board

(ORS 341.283) It is the policy of the Board to welcome and encourage the attendance of all interested persons at its meetings. The President or a duly authorized representative shall be present at all meetings of the Board.

Annual Organizational Meeting

The Board will hold an annual organizational meeting in July.

Regular Meetings

The Board will hold meetings as required by the business of the college and establish regular meeting dates. The date or place of a regular meeting may be changed by action of the Board or by the President or Chairperson provided every member is notified in writing.

Special Meetings

Special meetings of the Board shall be called by the Chairperson or upon request of any three members of the Board, or by the President when such action is approved by the Chairperson. Written notices will be given to each Board member by the secretary of the Board at least 24 hours in advance of such meeting. No business may be transacted at any such meeting other than that specified in the call except by unanimous consent of the total Board.

Adjourned Meetings

Meetings adjourned to a later time or date may be held, as the business of the Board requires.

Executive Sessions

The Board may hold an Executive Session for the purposes authorized under ORS Chapter 192 during a regular, special or emergency meeting, after the Board Chairperson has identified the authorization under ORS 192.610 to 192.690. An executive session means any meeting or any part of a meeting of a governing body that is closed to certain people for deliberations. (ORS 192.610(2)). Executive Sessions may not be held for the purpose of taking any final action or making any final decision.

Notice of Meetings

The secretary of the Board shall give written notice of all annual, regular, special or Executive Sessions of the Board in accordance with ORS 192.640. The written notice shall state the time and place of the meeting and the agenda, or a summary thereof, setting forth the subject matter to be considered at the meeting. In the case of annual or regular meetings, the notice should be distributed not more than seven (7) days or less than twenty-four (24) hours prior to the time of the meeting. Notice of Executive Sessions may be included in a notice of an annual, regular or special meeting, or if the meeting is to be solely an executive session notice shall be distributed not less than 24 hours prior to the time of the meeting.

Notice of an Executive Session shall not set forth the specific subject matter to be considered, but may describe in general terms the subject matter. Notice of an Executive Session shall set forth the statutory authority for the Executive Session. Notice of meetings shall be distributed to interested organizations or persons who have requested notice of meetings of the Board. These organizations or persons may include, but not limited to, major newspapers published within the district, radio and television stations located within the district. The Secretary of the Board may make additional distribution as deemed necessary or desirable to insure maximum notice to the public of meetings of the Board.

Adjournment Time

Board meetings shall be adjourned by 11 p.m. unless a quorum of the Board members votes to continue the meeting.

Quorum

Four members shall constitute a quorum of the Board. In the absence of a quorum, the only business that can be transacted is to take measures to obtain a quorum, to fix the time at which to adjourn, and to adjourn or take a recess. The affirmative vote of at least four members of the Board is required to transact any business.

Parliamentary Procedure

Unless otherwise provided by law or by bylaws of the Board, the Board shall follow parliamentary procedures in conducting its meetings.

Agenda and Order of Business

The College President shall develop the agenda for regular Board meetings in cooperation with the Board Chairperson. Request for placing items on the agenda shall be given to the President in sufficient time to develop proper informational materials for the use of Board members.

No new business shall be transacted by the Board unless the items are placed on the agenda and relevant information has been delivered to the Board at least twenty-four (24) hours prior to each meeting; except that, upon the concurrence of a quorum of Board members, new business items may be brought up for Board action without the twenty-four (24) hour notice and in accordance with ORS 192.640.

Order of Agenda

The order of business at meetings of the Board shall be:

Call to Order

Introduction of guests

Approval of minutes of previous meeting(s)

Board Information Session

Board Policy Review (if needed)

Public Comment on Agenda Items

Board Business

Public Comment on Non-agenda Items

Reports (Board members, President, faculty and classified federation, students)

Adjournment

Upon consensus of the Board members present, the Chairperson may deviate from this order of business.

Adequate Information to Precede Action

The Board shall strive to ensure that all members have access to full and adequate information prior to action. The Board shall provide the President an opportunity to examine and evaluate all information received by the Board and to recommend action before the Board makes any decision.

Citizen Communications with the Board

The Board values input from residents of Portland Community College District. Persons wishing to speak on agenda or non-agenda matters shall notify the Board Secretary prior to the commencement of the meeting and be heard on the agenda at the time allocated for public comment. Persons requesting to speak on non-agenda items shall be heard following the Board business agenda. Depending upon meeting time restraints, each person will have two to five minutes to speak on such matters unless the Board requests more information. Speakers may offer criticisms of district operations and programs that are of concern to them but, in public session, are advised to refrain from personal complaints against school personnel or any person connected with the district. Supporting a collaborative culture of equity, diversity, and inclusion, the Chair is empowered to insure orderly and civil discourse. The Board Secretary will maintain a file of correspondence received from citizens and will ensure that the file is available for Board member review at all times.

Minutes

The Board shall ensure that minutes of all public meetings are kept in accordance with the provisions of ORS 192.610 to 192.690 (Oregon Public Meeting Law).

Committees of the Board

Standing Committees

No individual members and no group comprised of less than the full membership shall be designated as a permanent committee to perform any of the Board's functions.

Temporary Committees

Temporary committees may be established from time to time to conduct Board assignments.

Authority of Members

Board members have authority only when acting as a Board legally in session. The Board is not bound by any statement or action of individual Board members, or of employees, except when such statement or action is in pursuance of instruction by the Board.

Formulation of Written Policies and Bylaws

The Board will exercise its leadership in the governance of the college through the formulation of written policies and bylaws

The written policies and bylaws adopted by the Board shall serve as guides for their implementation by those to whom the Board delegates authority. The policies and bylaws adopted by the Board shall be recorded in the minutes of the Board and only those so adopted and recorded shall be official policies and bylaws of the Board. Unless circumstances require immediate action, a policy or bylaw shall not be adopted at the first meeting during which it is presented. Recognizing its own functions as the lawful and final authority in policy matters, the Board accepts the principle that those who are affected by a policy or bylaw should be represented in the formation of that policy. The Board encourages staff and administration to review and recommend new policies or changes in existing policy.

The Board shall review its policies on a regular basis.

Adoption, Amendment, Repeal and Suspension of Policies and Bylaws

The adoption, amendment, repeal and suspension of policies or bylaws shall be accomplished by roll call vote, which shall be entered in the minutes of the meeting.

Adoption

The policies or bylaws of the Board shall be subject to adoption, amendment, repeal or suspension only upon a vote of a quorum of the members of the Board.

Board Position on Legislative Matters

The Board shall refrain from taking any position either for or against any local, state or national legislative concern unless that concern is of special interest to the welfare of the college. The Board shall consider and adopt legislative priorities prior to each regular session of the Legislature.

Reimbursement of Board Members

(ORS 341.283 [6]) Board members shall receive no compensation for their services, but when on college business, including attendance at Board meetings, will be compensated for their reasonable and necessary expenses.

Board Self-Evaluation

The Board shall evaluate its own operation and effectiveness annually.

(May 2016)

Memorandum of Understanding

between

Portland Community College, District Student Council of ASPCC (DSC)

and

Board of Directors for Portland Community College

This Memorandum of Understanding (MOU) sets forth the terms and understanding between District Student Council of ASPCC and Board of Directors for Portland Community College to include an ex-officio student representative on the Board of Directors.

Background

A Portland Community College ex-officio student representative on the Board, in a non-voting capacity, will help to enhance communication and trust between administration and the student body.

Purpose

Student ex-officio membership will enable ongoing dialogue between parties. It will provide a student voice for important issues regarding College business, and will enable a system of communication that is inclusive, representative, and productive. The purpose of this new relationship is to cultivate a comprehensive perspective of the College at both administrative and student levels.

Funding

ASPCC and the College will both be financially obligated to provide necessary training for the student representative as required.

Terms

- The student representative shall serve as the ex-officio student voice on the Board of Directors and otherwise complies with the qualifications and requirements for the student representative set forth in Board Policy B202
- The student representative shall be accountable for compliance with all Legislative and Board of Director specific governing policies and procedures applicable to service on the PCC Board of Directors.

- A MOU, approved by ASPCC Student leaders, ASPCC professional staff, the college president, and the board of directors will be signed at the beginning of term.
- This MOU may be modified by mutual consent of authorized officials from the District Student Council and the PCC Board of Directors.
- This MOU shall become effective upon signature by the authorized officials.
- This MOU is at will and may be terminated by mutual consent or by either party upon 30-day written notice to the other party.

Evaluation

At the end of each fiscal year, based on the agreed parameters as stated in Resolutions 20-119, the PCC Board Chair and the student representative will meet to assess student performance and make recommendations.

In the unlikely circumstance that the student representative has not performed to required standards as established in the ORS Oregon Revised Statutes Chapter 341 (as appropriate), the Portland Community College Board of Directors Code of Ethics, and any other statutes, rules, and regulations applicable to service on the Board of Directors the following process may occur as initiated by the Board Chair:

- A meeting will be called between the four (4) ASPCC presidents, at least one (1) ASPCC professional staff, the college president, and the chair and vice chair of the PCC Board of Directors to discuss issues of concern.
- Depending on severity of actions a verbal warning may be given including possible suspension until issues are resolved.
- Student cannot be removed without a meeting between said parties.
- In the event that a student is removed, the DSC retains the right to appoint an alternate for the duration of the term.

Contact Information

Portland Community College
Board of Directors
Jim Harper
Board Chair
PO Box 19000
Portland, OR 97280
971.722.4365

Portland Community College
Office of the President
Mark Mitsui
District Student Council
College President
PO Box 19000
971.722.4365

District Student Council
ASPCC
Hannah Alzgal
Chair
PO Box 19000
Portland, OR 97280

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

March 19, 2020

20-119

ADDITIONAL PAID LEAVE FOR EMPLOYEES

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

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

REPORT: This resolution is to grant the College President authority to provide up to 14 days of additional paid emergency leave to employees at his discretion for absences related to COVID 19.

In anticipation of developments and guidelines in response to the growing concern regarding COVID 19, there is a potential need to approve additional paid emergency leave for employees for absences associated with COVID 19, and/or to approve exceptions for use of leave under current policies. The resolution would also grant the President authority to approve exceptions for use of leave under current policies. The President's decision to approve additional paid leave and/or to grant exceptions for use of leave may be based on a variety of factors, including financial resources.

RECOMMENDATION: That the Board of Directors approve that the College President be granted authority to provide employees with up to 14 days of additional paid emergency leave and/or to approve exceptions for use of leave under current policies for absences related to COVID 19 in the future at his discretion.

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:

- | | |
|--|---|
| • 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.