



Board of Directors **Business Session**

July 16, 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

July 16, 2020

AGENDA

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, please use **ACCESSIBILITY** in the subject line.

3:00 PM Executive Session

In accordance with ORS 192.660 (2), in accordance with ORS 192.660 (2), (a) employment of a public official, (e) real property, (f) Information Exempt from Public Disclosure (Attorney-Client Privilege) and (h) litigation

Media Requests to join the Executive Session can be emailed (boardmember@pcc.edu, please use **MEDIA REQUEST** in the subject line) or phoned in (971.722.4365) by 2:30 pm of the meeting date.

3:45 PM Break/Transition to Work Session

Click the link below to join: <https://portlandcc.zoom.us/j/96964478946>

Telephone: 1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 301 715 8592 or +1 312 626 6799 or +1 646 876 9923

Webinar ID: 969 6447 8946

4:00 PM Work Session

- Goals Data Update: Diversity, Equity and Inclusion (45 minutes)
Human Resources—Alisa Hampton
- B202 (20 minutes)
Secretary Position
Agenda additions process
- Board Budget Review (15 minutes)
- Board Roles Discussion (30 minutes)
Chair
Vice Chair
Secretary
OCCA Representative

Foundation Representative

5:50 PM Break

6:00 PM Call to Order—Business Session

- Approval of Agenda—July 16, 2020
- Approval of Minutes—June 18, 2020

6:05 PM Election of Chair and Vice Chair

- Election of 2020-2021 Chair and Vice Chair
- Swear in Chair and Vice Chair

6:20 PM Swearing in of Student Board Member

- Riley Turner

6:25 PM Information Sessions

- COVID-19 Update—Mark Mitsui (15 minutes)
 - COLT update
 - Reopening Policy
- President's National and Local Board Service—Mark Mitsui (15 minutes)
- YESS—Dr. Katy Ho and Dr. Heather Lang (30 minutes)

7:25 PM Break

7:35 PM Public Comment on Agenda Items

Persons wishing to make public comment on agenda items can request a time slot by using this [link](#). Details and directions can be found at the link.

7:40 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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21-001 Approval of Personnel Actions—
July 16, 2020 001

Administrative Appointments:

Ryan Clark, Dean of Enrollment Management, Student
Affairs, Downtown Center

Mark Seeley, Associate Bond Project Manager, Bond
Program, Capitol Park (Temporary)

Faculty Appointments:

Lara Mendicino, Instructor, English for Speakers of Other
Languages, Liberal Arts and Pre-College Division,
Southeast Campus

Katrina Pinkerton, Instructor, Nursing, Health Professions
and Physical Education, Southeast Campus

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21-018	Authorize District President or Designee to Negotiate	

7:45 PM **Public Comment on Non-Agenda Items**

Public comment on non-agenda items can be emailed by 3:00 pm on the meeting date to boardmember@pcc.edu. These comments will be kept as part of the official meeting minutes. Please use **NON-AGENDA PUBLIC COMMENT** in the subject line.

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

- Faculty and Academic Professionals—Frank Goulard, President
- Classified—Jeff Grider, President
- District Student Council—Antonia McSwain, Chair
- Board Members
- President

8:10 PM **Adjournment**

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

June 19, 2020
Via remote access

BOARD MEETING MINUTES

ATTENDANCE

Hannah Alzgal, Mohamed Alyajouri, Denise Frisbee, Jim Harper, Tiffani Penson, Dan Saltzman, Michael Sonnleitner, Alex Díaz Rios

EXECUTIVE SESSION

The board met in accordance with ORS 192.660 (2), (a) employment of a public official (f) information exempt from public disclosure (attorney-client privilege).

WORK SESSION

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

CALL TO ORDER

Chair Harper called the Business Meeting to order at 5:52 pm.

APPROVAL OF THE AGENDA

The agenda was approved as published. Penson/Sonnleitner

Alyajouri – Yes	Frisbee - Yes	Penson – Yes	Sonnleitner – Yes
Díaz Rios - Yes	Harper - Yes	Saltzman – Yes	

The May 21, 2020 meeting minutes were approved as published. Sonnleitner/Alyajouri

Alyajouri – Yes	Frisbee - Yes	Penson – Yes	Sonnleitner – Yes
Díaz Rios - Yes	Harper - Yes	Saltzman – Yes	

RECOGNITIONS

Student Board Member: Hannah Alzgal
Campus Presidents

INFORMATION SESSIONS

COVID-19 Update – Mark Mitsui

We have formed a COVID Organizing Group to coordinate efforts across the college in regards to reopening. The Oregon Health Authority has issued standards for reopening. These are the standards we need to follow to reopen and have some measure of health and safety. There is a new measure from the Governor, which is basically a policy framework for how to open safely and begin face to face instruction. This means we need to recalibrate our new health and safety plans to be evaluated and determined if they meet the standards. In terms of funding from the federal government, the HEROES Act had significant amounts of funding allocated for reopening education, the Senate Republicans are pushing back and this is where the House Bill currently sits. It seems that won't be discussing the stimulus bill until mid-July and the session ends at the end of July. The Governor is waiting for the House and Senate to agree on a bill before the

legislature is called in to a special legislative session. We will be asking for help, particularly in August, when we believe the special session will be called.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS SESSION

Chair Harper proposed approval of Resolutions 20-154 to 20-173. Alyajouri/Frisbee
Alyajouri – Yes Frisbee - Yes Penson – Yes Sonnleitner – Yes
Díaz Rios - Yes Harper - Yes Saltzman – Yes

PUBLIC COMMENT ON NON AGENDA ITEMS

None

REPORTS

Faculty and Academic Professionals:

Frank Goulard, PCC Federation of Faculty and Academic Professionals

At the last HECC meeting, the Governor's office said to expect anywhere from 0-3% reduction in the Community College Support Fund (CCSF), instead of a 6.5% decrease, which is what we were anticipating. However, a lot can happen between now and August, but that is hopeful news. Summer enrollment is up 6% for reimbursable FTE and almost 4% for total FTE. FY '21-23 biennium budget, the HECC agreed to consider the 701 million CCSF ask, which includes 26 million in student affordability money, and on top of that a 35 million CTE policy option package to be forwarded to the Governor's office for consideration.

Classified:

Jeff Grider President - PCC Federation of Classified Employees (AFT Local 3922)

Thanked those outgoing leaders of Portland Community College that were recognized earlier in the meeting. Labor rights are civil rights and these are human rights. The demands of our community members out in the streets are not new. None of us are free until all of us are free. Black lives matter. Agreed with Director Saltzman that last minute changes to the agenda are problematic. Our bargaining unit has the highest ratio of individuals from historically marginalized communities. Despite all the doom and gloom about the budget, there are a lot of possibilities beyond the six million dollars of the CARES Act, the reserves of PCC, and the state. I would like to reiterate that the Governor and Ways and Means co-chairs have committed to not touching the CCSF for the '19-'21 biennium. I rather hear the college say that our Classified employees are a valued part of the community and that they will do everything they can to make sure it stays that way.

Student:

Hannah Alzgal, District Student Council

Thanked Jeff and Frank for their words, as a powerful reminder of the continuous conversation we need to have regarding how we are genuinely incorporating racial justice into action. Acknowledged the important conversation about equity earlier in the meeting. Introduced the incoming Student Trustee Riley Turner. This past year Riley

served as the Director of Eco-Social Justice on the District Student Council. Antonia McSwain is the incoming District Student Council Chair and will be attending the board meetings to give the student report.

Board Members:

Chair Harper

I've worked with every President at PCC since it started and this is my favorite president we have ever had. He has done so many things, he is so well known across the country and we are so fortunate to have Mark. I want to keep him around as long as we can.

Vice Chair Alyajouri

Jessica Johnson, our current Internal Audit Director, called to inform him that PCC executive leadership has reassigned Jessica to help with the college re-opening plan. All the audit work will still happen and this will not make any significant changes to the audit process.

Director Díaz Rios

Wanted to let the greater PCC community to know that I will no longer run for office in 2021. Thanked Hannah and Campus Presidents for their work for the college.

President Mitsui

Thanked the board for their support and expressed joy at the recent SCOTUS decision regarding DACA. PCC recently received a \$2.4 million grant from the US Department of Education for a high school equivalency program for migrant and seasonal farm workers. Thank you to the Planning and Capital Construction team for moving forward with the housing development in partnership with Home Forward. It will be a more traditional subsidized housing format, as opposed to a college dorm. Again, hunger, food, and housing insecurity continues to be the major barrier for students. Thank you also to those who continued the years of service awards even during this difficult time. Finally, I want to give a big shout out to the graduating class of 2020.

ADJOURN BUSINESS MEETING AND CONVENE AS BUDGET REVIEW BOARD

Roll call vote on 20-174 to Adopt Portland Community College Supplemental Budget for the 2019-2021 Biennium. Alyajouri/Frisbee

Alyajouri – Yes

Frisbee - Yes

Penson – Absent

Sonnleitner – Yes

Díaz Rios - Yes

Harper - Yes

Saltzman – Yes

ADJOURNMENT

There being no further business, the meeting adjourned at 7:49 pm.

Jim Harper, Chair

Mark Mitsui, President

Prepared by:

Jeannie Moton, Executive Coordinator

Minutes approved on July 16, 2020.

July 16, 2020

21-001

APPROVAL OF PERSONNEL ACTIONS

PREPARED BY: The Human Resources Department Staff

APPROVED BY: Mark Mitsui, President

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

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

1. Administrative Appointment– Ryan Clark

Dean of Enrollment Management

Student Affairs, Downtown Center

Annual Salary: \$105,160 Grade: O Effective: June 21, 2020

Applicant Flow:

Gender

Ethnicity

14	Female	0	American Indian or Alaska Native
15	Male	5	Asian
1	Not Disclosed	4	Black or African American
		1	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		0	Not Disclosed
		4	Two or More Selections
		16	White
		30	Total

2. Administrative Appointment (Temporary)– Mark Seeley

Associate Bond Project Manager

Bond Program, Capitol Park

Annual Salary: \$89,000 Grade: K Effective: June 1, 2020 to June 30, 2023

Applicant Flow:

Gender

Ethnicity

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

3. Faculty Appointment– Lara Mendicino

Instructor, English for Speakers of Other Languages

Liberal Arts and Pre-College Division, Southeast Campus

Annual Salary: \$59,700 Step: 4 Effective: September 1, 2020

Applicant Flow:

Gender		Ethnicity	
63	Female	1	American Indian or Alaska Native
41	Male	16	Asian
7	Not Disclosed	2	Black or African American
		4	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		21	Not Disclosed
		10	Two or More Selections
		57	White
		111	Total

4. Faculty Appointment– Katrina Pinkerton

Instructor, Nursing

Health Professions and Physical Education, Southeast Campus

Annual Salary: \$59,700 Step: 4 Effective: September 1, 2020

Applicant Flow:

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

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN THE JULY 16, 2020 PERSONNEL REPORT**

Female	1	American Indian/Alaskan Native	0
Male	2	Asian	0
Not Disclosed	1	Black or African American	0
	4	Hispanic/Latino	0
		Native Hawaiian/Pacific Islander	0
		Not Disclosed	1
		Two or More Selections	0
		White	3

July 16, 2020

21-002

COMMENDATION OF RETIRING EMPLOYEE –
KELLY ANDERSON

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Kelly Anderson has performed faithfully in her duties as a Clerk, Secretary, Office Support Series Job #3, OSS, Sr. Accounting Clerk, and Accountant I for Portland Community College since January 10, 1989. She retires effective July 31, 2020.

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

July 16, 2020

21-003

COMMENDATION OF RETIRING EMPLOYEE –
LOC NGUYEN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Loc Nguyen has performed faithfully in his duties as a Lead Custodian, Custodian and Maintenance Custodian for Portland Community College since August 1, 1988. He retires effective July 31, 2020.

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

July 16, 2020

21-004

COMMENDATION OF RETIRING EMPLOYEE –
TERRY NICKERSON

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Terry Nickerson has performed faithfully in his duties as an IT Information Security Manager for Portland Community College since November 1, 2013. He retires effective May 15, 2020.

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

July 16, 2020

21-005

CONTINUOUS APPOINTMENT: ADMINISTRATION

PREPARED BY: Snehal Patil, Specialist, Human Resources

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

The President RECOMMENDS that the following Administrators, having fulfilled the required probationary period, be granted continuous appointment, effective July 1, 2020:

<u>Continuous Appointments</u>	<u>Job Title</u>
Dina Farrell	Associate Vice President/Finance

July 16, 2020

21-006

AMENDMENT TO 20-162; SUSPENDING THE
PRESIDENT'S SALARY INCREASE AT THE REQUEST OF
THE PRESIDENT

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

APPROVED BY: Sylvia Kelley, Executive Vice President
Jim Harper, Chair, Board of Directors

REPORT: At the regular business meeting of June 18, 2020, the Board of Directors approved Resolution 20-162 renewing the College President's contract for a three-year period from July 1, 2020 through June 30, 2023 and for a rolling three-year period thereafter, and adjusting the President's compensation.

In light of the hardships created by COVID-19 for faculty, staff, and students, and given the potential for budget shortfalls as the State addresses a revised revenue forecast, President Mitsui has requested that the Board suspend the salary increase as provided in the new Contract until further notice.

RECOMMENDATION: That the Board of Directors amend Resolution 20-162 as requested by the President to suspend the salary increase provided in the President's Contract, effective July 1, 2020. The President's salary will continue at its 2019-2020 level until further action by the Board at the request of the President.

July 16, 2020

21-007

AUTHORIZATION TO ISSUE EARLY WORK
AMENDMENT TO ROBERT EVANS CONSTRUCTION
COMPANY FOR THE ROCK CREEK CAMPUS DEALER
SERVICES TECHNOLOGY BUILDING

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, President

REPORT: This request is for material only and there are no firms
registered with the Oregon Certification Office for
Business Inclusion and Diversity that supply this material.

Further Board approval will be requested once the
Guaranteed Maximum Price has been established. This
will also include information on COBID certified sub-
contractors.

On January 17, 2019 through BA 19-066 the Board
approved awarding a contract for Progressive Design
Build Services for the Dealer Services Technology
Building to Robert Evans Company for a not to exceed
amount of \$89,468. This fee covered pre-construction
services on the project.

This resolution required the College to seek Board
approval when the Guaranteed Maximum Price (GMP)
for construction was established. It is expected that the
GMP will be ready for approval by the Board for the
August 2020 meeting. However, to meet the construction
schedule the contractor needs to order materials with a
long lead time.

To enable these materials to be ordered there is a need
to execute an Early Work Amendment (EWA) in advance
of the Guaranteed Maximum Price Agreement. The
EWA allows work to proceed on the scope of work that

have been finalized while allowing design to continue on other work.

Robert Evans have provided a proposed EWA in the amount of \$480,220. P&CC staff have reviewed and recommend acceptance.

Time is of the essence if work is to be carried out this summer.

RECOMMENDATION: That the Board of Directors authorize PCC to issue an Early Work Amendment to Robert Evans Company in the amount of \$528,242 including 10% contingency. Funding is from the 2017 Bond Program.

July 16, 2020

21-008

APPROVE EARLY WORK AMENDMENT'S FOR CM/GC
SERVICES FOR SYLVANIA CAMPUS HEALTH
TECHNOLGY (HT) PROJECT

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, President

REPORT: Lease Crutcher Lewis has met or exceeded PCC expectations for the use of business enterprises registered with the Oregon Certification Office for Business Inclusion and Diversity on all work to date and expect to continue going so. At the time of the GMP coming to the Board, P&CC will provide a detailed report of participation to that point and planned participation in the main HT project.

On September 20, 2018, per Board Resolution BA19-028, the Board of Directors authorized the College to enter into a contract with Lease Crutcher Lewis for a not to exceed fee of \$200,000 for preconstruction services for the Sylvania Campus HT Building renovation and associated projects.

The project has moved into the Design Development Phase; however, there is a need to proceed with several related projects across the Sylvania Campus. These projects are to create temporary and, in some cases, permanent locations for displaced programs from the HT building during its renovation. Lease Crutcher Lewis has provided P&CC with estimated budgets from each of these projects, which staff has reviewed. Each project's budget is finalized as it is approved. As there are multiple projects with interconnecting schedules, P&CC is seeking approval to execute each Early Work Amendment separately. The Early Work Amendments will be combined into the final Guaranteed Maximum Price when it is in Spring 2021. At that time, P&CC will report on the total of the Early Work Amendments included in the GMP.

The current estimate for swing space costs is \$12,286,706.

RECOMMENDATION: That the Board of Directors authorize PCC to execute amendments to the contract with Lease Crutcher Lewis for up to \$12,515,376, including 10% contingency for Early Work Amendments for the HT Swing Space Projects. Board approval will be requested when the proposed Guaranteed Maximum Price for construction is established. Funding will be from Bond funds.

July 16, 2020

21-009

BP 2410 BOARD POLICIES, BYLAWS AND ADMINISTRATIVE
PROCEDURES (SECOND READING)

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

APPROVED BY: Mark Mitsui, President

REPORT: The Board of Directors may adopt such policies and bylaws that are authorized or determined by the Board of Directors to be necessary for the efficient operation of Portland Community College. Board policies and bylaws are intended to be statements of intent by the Board of Directors on a specific issue within its subject matter jurisdiction.

The policies and bylaws have been written to be consistent with provisions of law but do not encompass all laws relating to Portland Community College's activities. All Portland Community College employees are expected to know and observe all provisions of law pertinent to their job responsibilities.

Policies and bylaws of the Board of Directors may be adopted, revised, added to, or amended at any regular Board of Directors meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board of Directors shall regularly assess its policies and bylaws for effectiveness in fulfilling Portland Community College's mission.

Administrative procedures are to be issued by the President as statements of method to be used in implementing Board of Directors policy. Such administrative procedures shall be consistent with the intent of Board of Directors Policy. Administrative procedures may be revised as deemed necessary by the President.

The policies and bylaws adopted by the Board of Directors shall be recorded in the minutes of the Board of Directors and only those so adopted and recorded shall be official policies and bylaws of the Board of Directors. Unless circumstances require immediate action, a policy or bylaw shall not be adopted at the first meeting during which it is presented.

The Board of Directors encourages administration to review and recommend new policies or changes in existing policy.

Copies of all Board of Directors policies and bylaws shall be readily available for public review at [www.pccc.edu.board](http://www.pccc.edu/board).

RECOMMENDATION: In accordance with NWCCU Standards 2.C the Board of Directors approve BP 2410 as presented. The adoption of this policy will replace Board Policy B202-Formulation of Written Policies and Bylaws.

July 16, 2020

21-010

BP 3100 ORGANIZATIONAL STRUCTURE (SECOND
READING)

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

APPROVED BY: Mark Mitsui, President

REPORT: The President shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within Portland Community College.

RECOMMENDATION: The Board approve BP 3100 in accordance with NWCCU Standards 2.A.4 as presented.

July 16, 2020

21-011

BP 3200 ACCREDITATION (SECOND READING)

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

APPROVED BY: Mark Mitsui, President

REPORT: The President shall ensure Portland Community College complies with the accreditation process and standards of the Northwest Commission on Colleges and Universities (NWCCU) and of other Portland Community College programs that seek special accreditation.

The President shall keep the Board of Directors informed of approved accrediting organizations and the status of accreditations.

The President shall ensure that the Board of Directors is involved in any accreditation process in which Board of Directors participation is required.

The President shall provide the Board of Directors with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an institution-wide accreditation report.

RECOMMENDATION: The Board approve BP 3200 in accordance with NWCCU Standards 1.B.1 as presented.

July 16, 2020

21-012

BP 3225 INSTITUTIONAL EFFECTIVENESS (SECOND
READING)

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

APPROVED BY: Mark Mitsui, President

REPORT: The Board of Directors is committed to developing institutional goals that measure the ongoing condition of Portland Community College's operational environment. The Board of Directors in collaboration with the College President, regularly assesses Portland Community College's institutional effectiveness.

RECOMMENDATION: The Board approve BP 3225 in accordance with NWCCU Standards 1.B.1 as presented.

July 16, 2020

21-013

BP 3310 RECORDS RETENTION AND DESTRUCTION
(SECOND READING)

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

APPROVED BY: Mark Mitsui, President

REPORT: The President shall establish administrative procedures to assure the retention and destruction of all Portland Community College records—including electronically stored information as defined by the Federal Rules of Civil Procedure and Oregon law. Such records shall include, but not be limited to student records, employment records, and financial records.

RECOMMENDATION: The Board approve BP 3310 in accordance with Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45; NWCCU Standards 2.C.4; ORS 192.005 – ORS 192.170; OAR 166-450-0000 – OAR 166-450-0125 as presented.

June 18, 2020

21-014

BP 3501 CAMPUS SECURITY AND ACCESS (SECOND
READING)

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

APPROVED BY: Mark Mitsui, President

REPORT: The President shall establish procedures for security and access to Portland Community College's facilities.

RECOMMENDATION: The Board approve BP 3501 in accordance with 34 Code of Federal Regulations Part 668.46(b)(3); NWCCU Standard 2.H.2 as presented.

June 18, 2020

21-015

BP 3720 COMPUTER AND NETWORK USE (SECOND
READING)

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

APPROVED BY: Mark Mitsui, President

REPORT: Students, employees, and visitors who use Portland Community College computers and networks, and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The President shall establish procedures that provide guidelines to students, employees, and visitors for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

RECOMMENDATION: The Board approve BP 3720 in accordance with 17 U.S. Code Sections 101 et seq.; NWCCU Standard 2.H.2; ORS 341.290(4) as presented.

July 16, 2020

21-016

APPLY TO THE STATE BOARD OF EDUCATION FOR
APPROVAL OF THE ONE-YEAR CERTIFICATE IN
DEAF CULTURAL STUDIES FOR PORTLAND
COMMUNITY COLLEGE

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

FINANCIAL
RESPONSIBILITY: Julie Kopet, Division Dean, English and World
Languages

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

REPORT: The proposed One-Year Certificate in Deaf Cultural
Studies is designed for students pursuing work with Deaf,
DeafBlind, and Hard of Hearing individuals or whose
chosen field may serve these populations. This 46-credit
certificate provides a solid foundation for working with
this underserved population by offering courses in
advanced American Sign Language, linguistics,
intercultural communication, and ethical decision
making. This certificate would enhance any student's or
professional's skill set, particularly in the following fields:
education, social services, business, government,
medical, mental health, early childhood education, and
emergency services.

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

June 18, 2020

21-017

BP 3506 RESUMPTION OF IN-PERSON, ON-SITE CLASSES
AND SERVICES (FIRST READING)

PREPARED BY: Jeff Condit, Legal Counsel, Miller Nash

APPROVED BY: Mark Mitsui, President

REPORT: This policy addresses the guiding principles and parameters under which Portland Community College ("PCC") will consider resuming in-person, on-site classes and services in light of the novel coronavirus ("COVID-19") pandemic. COVID-19 has threatened the health and safety of our community and the achievement of the College's educational mission. Portland Community College takes the health and safety of our students and employees very seriously. The College will implement measures to mitigate the risk of COVID-19 transmission, at or in connection with College-related or sponsored events and activities, during or in connection with College classes, programs, and services, and during or in connection with employment.

RECOMMENDATION: That the Board approve policy as follows:

- PCC's decisions regarding the resumption of on-site classes and services will be driven by the value of pursuing PCC's mission to support "student success by delivering access to quality education while advancing economic development and promoting sustainability in a collaborative culture of diversity, equity and inclusion" while simultaneously reducing the likelihood of exposure to COVID-19 to our students and employees.
- PCC will develop and implement COVID-19 health and safety rules, protocols, and procedures for its campuses, centers, locations and properties, operations, employment, and participation in classes, programs, events, activities, and services.
- The President of the College will designate a COVID-19 Opening Leadership Team that will report to the President who is responsible for making key decisions and overseeing the coordination of the College's COVID-19 related work teams that develop the health and safety rules, protocols, and

procedures. The College's COVID-19 health and safety rules, protocols, and procedures will comply with applicable law, executive orders, and health authority requirements.

- PCC will advise students and employees of its COVID-19 health and safety rules, protocols, and procedures.
- PCC will provide a complaint process by which students and employees can report concerns about COVID-19 health and safety protocols and compliance with PCC rules, protocols, and procedures. PCC will follow-up promptly upon learning of such concerns.
- The President may, at his discretion, issue administrative procedures that provide further guidance on issues related to COVID-19 and the provision of in-person, on-site services, including, but not limited to health and safety protocols at PCC sites and administrative procedures regarding reopening and closing facilities and programs or courses, etc. In this environment, administrative procedures and other PCC rules should take into account the need for flexibility and adaptability to respond to the COVID-19 pandemic.
- The President will report to the Board on a regular basis regarding the development and implementation of COVID-19 health and safety rules, protocols, and procedures, and the PCC President will develop and implement COVID-19 health and safety rules, protocols, and procedures.

July 16, 2020

21-018

AUTHORIZE DISTRICT PRESIDENT OR DESIGNEE
TO NEGOTIATE THE RECEIVING OF PROPERTY
FROM THE CAROLYN MOORE ESTATE

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

FINANCIAL
RESPONSIBILITY: Ann Prater, Executive Director, College Foundation

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

REPORT: The Foundation has the opportunity to receive a substantial property gift from the estate of Carolyn Moore and would like the Board's approval for PCC to accept the gift. The PCC Foundation, through a competitive process, was selected to receive approximately 5 acres of land with a log cabin home.

The property and house will be used as a dynamic, interdisciplinary writing space to support writing residencies for emerging and mid-career writers from around the globe, talented PCC student writers, and PCC faculty. This estate will connect students across cultural and economic divides and help them find inspiration and support in their writing endeavors, and a pathway to successful futures.

The gift requires that the house and property be used for the writer's retreat for at least 20 years. As well, the gift includes approximately \$3,000,000 for the care of the home and programming. The Foundation will keep and manage those funds; the Writers House will be transferred to the college soon after receipt from the trust. After 20 years all gift restrictions will be lifted for both the use of the property and the residual funds. PCC Foundation and PCC attorneys have worked extensively with attorneys for the estate to draft a gift agreement and trust modification.

PCC Board of Directors approval is required because this will become College property and will be named in honor of the donor, the late Carolyn Moore.

The gift was forwarded to the PCC Board for approval following gift acceptance by the PCC Foundation Finance and Executive Committees on July 7, 2020.

RECOMMENDATION: That the Board of Directors delegate authority to the District President or their designee to negotiate the gift agreement and receiving of the property by Portland Community College.

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.