



Board of Directors **Business Session**

September 17, 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

September 17, 2020

Please click the link below to join the webinar:

<https://portlandcc.zoom.us/j/95494704391>

Telephone: US: +1 669 900 6833 or +1 253 215 8782 or
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Webinar ID: 954 9470 4391

International numbers available:

<https://portlandcc.zoom.us/u/abNRM4cqQ1>

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), (e) real property (f) information exempt from 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.

3:30 PM Work Session

- Diversity Equity and Inclusion (30 minutes)
- Board Goals (30 minutes)
- Student Transportation Fees while Remote (5 minutes)
- Strategic Planning Update (15 minutes)
- Budget Review for Current Biennium FY'19-'21 (15 minutes)
- Preliminary Budget Update and Development Calendar for FY'21-'23 Biennium (20 minutes)

5:30 PM Break

5:45 PM Call to Order

- Approval of Agenda—September 17, 2020
- Approval of Minutes—August 20, 2020

5:50 PM

Recognitions

- Governance Finance Officers Association
- College Retirements

5:55 PM

Information Sessions

- COVID-19 Update—Mark Mitsui (15 minutes)
- Health Technology Building (SY) Update—Linda Degman (15 minutes)

6:25 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.

6:40 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

Page

21-031 Approval of Personnel Actions—
September 17, 2020 075

Academic Professional Appointments:

Nichole Reding, Academic Support Specialist, Academic Affairs, Sylvania Campus

Beth Gebstadt, Grants Officer Post Award, Grant Development Office, Downtown Center (Temporary)

Dan Miller, Academic Advising Specialist, Office of the Dean of Student Development, Southeast Campus (Temporary)

Erick Castillo, Student Resource Specialist / HEP Program Advisor, Business, Applied Technology, College Prep, Music and World Languages Division, Rock Creek Campus (Non-General Fund Temporary)

Administrative Appointments:

Angela McMahon, Project Manager II – COVID-1 College Re-opening Project, Office of the Executive Vice President, Sylvania Campus (Temporary)

Faculty Appointments:

Ellie Bessarab, Instructor, Ophthalmic Medical Technology, Allied Health, Emergency and Legal Services Division, Cascade Campus

Crystal Cortez, Instructor, Creative Coding and Immersive Technology, Arts and Professions Division, Cascade Campus (Temporary)
 Richard Goodwin, Instructor, ESOL, Liberal Arts and Pre-College Division, Southeast Campus (Temporary)
 Sheena Ino, Counselor, Student Affairs, Sylvania Campus (Temporary)
 Emily Somervell, Counselor, Student Affairs, Cascade Campus (Temporary)

Retirees

21-032	Commendation of Retiring Employee – Jerome Annen (7 years).....	078
21-033	Commendation of Retiring Employee – Lynn Carpenter (26 years)	079
21-034	Commendation of Retiring Employee – Cau Chung (40 years)	080
21-035	Commendation of Retiring Employee – Susan Lui (24 years)	081
21-036	Commendation of Retiring Employee – Timothy McLaughlin (11 years)	082

BIDS AND CONTRACTS

21-037	Design Services for Cascade Campus Public Safety Building Project	083
21-038	Approval of Contract for Legal Services for the Acquisition of Land in Columbia County	084

BOARD

21-039	Authorization Payment for Oregon Community College Annual Membership Dues	085
21-040	Authorization to Refund Student Transportation Fee for Fall Term 2020	086
21-041	BP 2210 Officers and Roles of the Board (First Reading).....	087
21-042	BP 2431 Selection of the President (First Reading)...	090
21-043	BP 6200 Budget Development (First Reading)	091
21-044	BP 6300 Fiscal Management (First Reading)	092
21-045	BP 6400 Financial Audits (First Reading)	093
21-046	Appointment of Board Roles	094
21-047	OSBA Board Nomination for Portland Community College Director Michael Sonnleitner	095

6:45 PM

Public Comment on Non-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.

7:00 PM

Reports (5 minutes each)

- PCC Federation of Faculty and Academic Professionals—
Frank Goulard, President
- PCC Federation of Classified Employees (AFT Local 3922)—
Jeff Grider, President
- District Student Council—Antonia McSwain, Chair
- Board Members
- President

7:25 PM

Adjournment

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BOARD OF DIRECTORS
Portland Community College
PO BOX 19000, Portland, Oregon 97280

August 20, 2020
Via remote access: ZOOM

BOARD MEETING MINUTES

ATTENDANCE

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

EXECUTIVE SESSION

The board met in accordance with ORS 192.660 (2), to discuss (d) labor negotiations,
(k) school safety.

WORK SESSION

The board met in work session and discussed the board roles, budget, and goals.

CALL TO ORDER

Chair Alyajouri called the Business Meeting to order at 6:08 pm.

APPROVAL OF THE AGENDA

The August 20, 2020 agenda was approved as published. Harper/Frisbee

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

The July 16, 2020 meeting minutes were approved as published. Frisbee/Penson

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

INFORMATION SESSIONS

COVID-19 Update – Mark Mitsui, College President

There was a pulse survey sent out to the college community on Monday as a way to get
a sense of the response by our community to the decision to be completely online.

There have been over 500 responses in that time. Nearly two-thirds of the community,
and these include part time and full time faculty, classified, academic professional,
casual employees, 63% strongly agree with the decision to remain remote and online
for fall and winter. Another 12.5% agree, for a total of 75% either agreeing or strongly
agreeing. In terms of how people feel about being informed of key college decisions,
over 85% agree or strongly agree that they are regularly informed. That being said we

always know we can improve communications and we are constantly refining how we get the word out. Over 80% agree or strongly agree that they understand the college's response to COVID-19. This pulse survey is a good first start to give us an idea of where we need to go further. We had pretty even representation across job category and campus.

COVID-19 Health & Safety Operational Plan – Jessica Johnson, PCC Internal Auditor, Interim COVID-19 Reopening Project Lead, Mark Bagby, Emergency Management Solutions President

According to Governor Kate Brown's Executive Order 20-28, not later than September 1, 2020, Portland Community College (PCC) must develop and submit to its governing board and the governing board must approve a written COVID-19 Health and Safety Operational plan. The plan must describe how the College will comply with the Oregon Health Authority (OHA) and Higher Education Coordinating Commission (HECC) standards for in-person instructional, research and residential activities. In developing the written plan in compliance with these requirements, PCC assembled a planning team and consulted with content experts, Local Public Health Authorities and with representatives of other interested parties, including but not limited to administration, faculty, classified staff, and students. The COVID-19 Opening Leadership Team (COLT) oversaw this process, reviewed the final version of the plan in detail, and recommended that the President submit the plan to the Board for approval.

OHA and HECC required this plan and they required key health and safety items that needed to be covered by the plan. These items include isolation and quarantine, hand hygiene, personal protection equipment, physical distancing, cleaning and disinfecting, communications, and reporting procedures. Many of these items required that we create detailed administrative procedures and protocols to address these items or to clarify existing PCC procedures as they relate to COVID.

PCC prioritizes, above all else, the health and safety of students, faculty, staff, and community. The standards and science around COVID-19 are constantly changing, and this plan is subject to change in keeping with the most current information and guidance available. Board delegation to the College President to approve changes to the plan will help ensure the College can respond quickly as new evidence and research emerges. Once approved by the Board, the COVID-19 Health & Safety Operational Plan will be submitted to public health authorities in Clackamas, Columbia, Multnomah, Washington, and Yamhill counties, as well as the Higher Education Coordinating Commission.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS SESSION

Chair Alyajouri proposed approval of Resolutions 21-019 to 21-030. Harper/Penson

Alyajouri – Yes
Díaz Rios – Yes

Frisbee - Yes
Harper - Yes

Penson – Yes
Sonnleitner – Yes

Saltzman - Yes

PUBLIC COMMENT ON NON AGENDA ITEMS

None

REPORTS

District Student Council—Antonia McSwain, Chair

DSC has just gotten started this week. We started with our trainings and today we were able to meet with PCC administration. The students are excited and looking forward to beginning their work. We are all learning and adapting to this new environment we have.

PCC Federation of Faculty and Academic Professionals—Frank Goulard, President
Faculty are working hard, and have been ever since March, adapting many of their courses to remote, whether it's zoom or online or hybrid approach, and it has taken a lot of work, especially our CTE classes, and they are working hard again to prepare for fall.

PCC Federation of Classified Employees (AFT Local 3922)—Jeff Grider, President
We're in a bit of flying by the seat of your pants mode with all the changes that are happening. Our classified employees are set to see the end of closure pay on August 31. That is a big concern for all of our folks. We were moving toward opening things up more and we were expecting to see more full time work. We've got our grounds crew cleaning things up, facilities management are working on maintenance full time, but we heard that our custodians, starting September 1, are to expect 2-8 hours per week of work to be able to do and after they exhaust all their leave they will be put on unpaid status and that's a big concern for all of our folks. We sent a letter to President Mitsui asking for an extension of closure pay under his authority given to him by the Board. We are set to meet tomorrow with some of the HR administration folks to discuss alternatives to unpaid leave. There is a lot of preparation going into that, feedback from our members, and ideas about what can be done about the clearly disproportionate effects on our employee classifications. We look forward to working together with college administrations to find solutions.

Board Members:

Director Frisbee, Zone 1

In our retreat last week we had a presentation by the Let's Get Moving campaign, which is focused on the Let's Get Moving ballot measure referred by Metro to the November 3 election. It's a 5 billion dollar measure that will provide long awaited and needed regional transportation investments, including access to transit. In the presentation we learned that there will be significant improvements relative PCC, including significant improvement plan for SE 82nd and the extension of the Southwest Corridor. If the board is supportive of this measure, which I am and would like to see us support by a voice vote, we would be included as endorses and supporters in the ballot measure. We could do this by a voice vote tonight if the board is interested in supporting this measure. My strong support for this goes to the fact that we have learned over and over and over again is that one of the top ten obstacles to our students completing is transportation.

Anything we can do to help move our students around the region to our campuses and our 3,500 employees is really important.

Director Frisbee proposed a motion that the Board support the ballot measure referred to by Metro for the Let's Get Moving campaign. Frisbee/Harper

Alyajouri – Yes
Díaz Rios - Yes
Frisbee - Yes

Harper - Yes
Penson – Yes
Saltzman – Yes

Sonnleitner – Yes

Chair Alyajouri, Zone 6

This is my first official meeting, thank you for your patience with how this is run, and I hope we can all meet face to face soon.

President Mitsui

At the beginning of the strategic planning process we held two board focus group meetings, and I think we had about half the board participate. We also sponsored community participation events including input from past board members, a web survey, and updates given from the Board Chair. The board will see a draft plan in September. The plan incorporates the synopsis of all the input. Part of the September work session will be a discussion about the web survey and additional input into the process. We'd like to bring it to you in October for a vote. Adoption would set in motion a process that could help us to inform other strategic processes like the budget development process. A couple of years ago, when I first got here, it was toward the end of the previous strategic plan. I developed a work plan that was supposed to act as a bridge between the previous strategic plan and the new strategic plan. And I realized that it did not represent the same amount of communication and community input as a strategic plan should have. So again, my work plan was supposed to act as a bridge and to begin to foster that type of strategic conversation and to begin to coalesce and create coherence amongst our different strategic goals. A steering committee was established, data collection happened, including environmental scan material, research data of important demographic and economic information. Thanks to a very dedicated steering committee, the process has continued. In terms of where we are currently at, despite COVID-19 this process has continued. It has been necessary for us to adjust our timeline, however we continue to move forward and not let the pandemic stop us. The planning process has been focused on transformational ideas emerging from the input, the research, the data and analysis. There is also a process of integrating the existing college initiatives, such as the organizational restructuring with a strong commitment to equity and inclusivity, and work groups have established key priorities. One broad thematic area is to transform our learning culture toward creating a sense of belonging and well-being for every student – making the college welcoming for all. Another key thematic element is around delivery and has to do with redefining time, place, and systems of education delivery to make a more learner centric ecosystem. Things are rapidly changing in the post-secondary space with many small, liberal arts colleges closing and 17 or 18 community colleges that either merged or closed – and this was before COVID-19 hit. Now we're seeing an acceleration of some of the change.

Workforce was another thematic area, and responding to community and workforce needs by developing a culture of agility. The fourth theme is to cultivate a long term sustainable college enterprise. How do we ensure that Portland Community College is around in 30 years? It may look very different, but we may continue to focus on changing lives and being the engine of upward mobility, opportunity, and student success. How we help students might change, but what will remain constant is our mission.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:03 pm.

Mohamed Alyajouri, Chair

Mark Mitsui, College President

Prepared by:

Jeannie Moton, Executive Coordinator

Minutes approved on September 17, 2020.

September 17, 2020

21-031

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

Academic Professional Appointment– Nichole Reding

Academic Support Specialist

Academic Affairs, Sylvania Campus

Annual Salary: \$55,677

Grade: 4

Step: 5

Effective: August 10, 2020

Applicant Flow:

Gender

Ethnicity

35 Female

1 American Indian or Alaska Native

27 Male

5 Asian

4 Not Disclosed

4 Black or African American

5 Hispanic/Latino

1 Native Hawaiian or Other Pacific Islander

6 Not Disclosed

3 Two or More Selections

41 White

66 Total

Academic Professional Appointment (Temporary)– Beth Gebstadt

Grants Officer Post Award

Grant Development Office, Downtown Center

Annual Salary: \$55,353 @ 0.5 FTE

Grade: 5

Step: 3

Effective: August 11, 2020 to June 30, 2021

Applicant Flow: Article 3.64 Appointment

Academic Professional Appointment (Temporary)– Dan Miller

Academic Advising Specialist

Office of the Dean of Student Development, Southeast Campus

Annual Salary: \$47,154

Grade: 3

Step: 2

Effective: July 20, 2020 to June 20, 2021

Applicant Flow: Article 3.64 Appointment

Academic Professional Appointment (Non-General Fund Temporary)– Erick Castillo

Student Resource Specialist / HEP Program Advisor

Business, Applied Technology, College Prep, Music and World Languages Division, Rock Creek Campus

Annual Salary: \$45,559 + 5% Bilingual Grade: 3 Step: 1

Effective: August 17, 2020 to April 16, 2021

Applicant Flow: Article 3.64 Appointment

Administrative Appointment (Temporary)– Angela McMahon

Project Manager II – COVID-19 College Re-opening Project

Office of the Executive Vice President, Sylvania Campus

Annual Salary: \$103,869 Grade: L

Effective: July 13, 2020 to June 30, 2021

Applicant Flow: Direct Appointment

Faculty Appointment– Ellie Bessarab

Instructor, Ophthalmic Medical Technology

Allied Health, Emergency and Legal Services Division, Cascade Campus

Annual Salary: \$57,681 Step: 3

Effective: September 1, 2020

Applicant Flow:

Gender

Ethnicity

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

Faculty Appointment (Temporary)– Crystal Cortez

Instructor, Creative Coding and Immersive Technology

Arts and Professions Division, Cascade Campus

Annual Salary: \$58,843 Step: 1

Effective: August 21, 2020 to June 20, 2021

Applicant Flow: 3.64 Appointment

Faculty Appointment (Temporary)– Richard Goodwin

Instructor, ESOL

Liberal Arts and Pre-College Division, Southeast Campus

Annual Salary: \$57,681 Step: 3

Effective: August 21, 2020 to June 20, 2021

Applicant Flow: Article 3.64 Appointment

Faculty Appointment (Temporary)– Sheena Ino

Counselor

Student Affairs, Sylvania Campus

Annual Salary: \$57,681 Step: 3

Effective: August 21, 2020 to June 20, 2021

Applicant Flow: Article 3.64 Appointment

Faculty Appointment (Temporary)– Emily Somervell

Counselor

Student Affairs, Cascade Campus

Annual Salary: \$61,788 Step: 5

Effective: August 21, 2020 to June 20, 2021

Applicant Flow: Article 3.64 Appointment

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN THE SEPTEMBER 17, 2020 PERSONNEL REPORT**

Female	7
Male	3
Not Disclosed	0
	<hr/> 10

American Indian/Alaskan Native	0
Asian	0
Black or African American	0
Hispanic/Latino	2
Native Hawaiian/Pacific Islander	0
Not Disclosed	0
Two or More Selections	2
White	6
	<hr/> 10

September 17, 2020

21-032

COMMENDATION OF RETIRING EMPLOYEE –
JEROME ANNEN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Jerome Annen has performed faithfully in his duties as a Coordinator, Resource Center and Manager, Academic Support Services for Portland Community College since March 17, 2014. He retires effective August 31, 2020.

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

September 17, 2020

21-033

COMMENDATION OF RETIRING EMPLOYEE –
LYNN CARPENTER

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Lynn Carpenter has performed faithfully in her duties as a Job Development Placement Specialist for Portland Community College since July 1, 1995. She retires effective September 30, 2020.

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

September 17, 2020

21-034

COMMENDATION OF RETIRING EMPLOYEE –
CAU CHUNG

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Cau Chung has performed faithfully in his duties as a Clerk/Word Processor, Bookkeeper, Accountant, Accountant II, Accountant III, Payroll Manager, Manager, Accounting Projects, Financial Management Analyst and Manager, Bond Accounting for Portland Community College since May 7, 1981. He retires effective September 30, 2020.

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

September 17, 2020

21-035

COMMENDATION OF RETIRING EMPLOYEE –
SUSAN LUI

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Susan Lui has performed faithfully in her duties as a Part-time Food Service Associate for Portland Community College since September 22, 1997. She retires effective August 31, 2020.

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

September 17, 2020

21-036

COMMENDATION OF RETIRING EMPLOYEE –
TIMOTHY MCLAUGHLIN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Timothy McLaughlin has performed faithfully in his duties as a Graduation Transfer Credit Evaluator for Portland Community College since January 21, 2010. 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.

September 17, 2020

21-037

AUTHORIZATION TO AWARD CONTRACT FOR THE
DESIGN SERVICES FOR CASCADE CAMPUS PUBLIC
SAFETY BUILDING 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: The 2017 Bond Program included funding for a new Public Safety Building at the Cascade Campus. The current building was previously used as a dental office and is not suitable for renovation. This project will include demolition of the existing building and the adjacent structure which the College purchased in 2020. A new Public Safety Building will be constructed that is appropriate for their needs.

At the June 2019 Board Meeting the Board approved BA19-126 to establish a price agreement for Architectural, Engineering, and Landscape Architectural Design Consulting Services.

Planning & Capital Construction requested Dao Architecture, one of the firms on the price agreement list, to provide a proposal for design services. Staff have reviewed the proposal and recommend acceptance. The total cost proposed, including reimbursables expenses, is \$270,000. This is a not-to-exceed proposal and the College will only be billed for actual costs incurred.

Dao Architecture is registered as a DBE/WBE/MBE firm in Oregon.

RECOMMENDATION: That the Board of Directors authorize PCC to award the contract for the Cascade Public Safety Building Design Services to Dao Architecture for a total amount of \$297,000 including 10% contingency. Funding is from the 2017 Bond Program.

September 17, 2020

21-038

APPROVAL OF CONTRACT FOR LEGAL SERVICES
FOR THE ACQUISITION OF LAND IN COLUMBIA
COUNTY

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: On September 19, 2019 through Board Resolution 20-046 the Board of Directors authorized the College to begin proceedings to acquire property at 3290 West Lane Road, Scappoose, OR 97056 including using the power of eminent domain if required. This property is to be used to establish the new Oregon Manufacturing Innovation Training Center (OMIC).

P&CC entered a contract in September 2019 with Saalfeld Griggs, PC, a firm of attorneys who specialize in cases involving eminent domain. At the time of entering into this contract it was not anticipated that the contract value would exceed \$150,000.

As the case has proceeded it has become evident that the total fees will exceed that amount. Based on expenditures to date and the anticipated future expenditures approval is being requested for a total fee of \$400,000. The work is billed on an actual cost incurred basis so that if the case is settled out-of-court the College will only be billed for actual costs.

RECOMMENDATION: That the Board of Directors approve the contract for Columbia County Land Acquisition Legal Services with Saalfeld Griggs for a total amount of \$400,000. Funding is from the 2017 Bond Program.

September 17, 2020

21-039

AUTHORIZATION PAYMENT FOR OREGON COMMUNITY
COLLEGE ANNUAL MEMBERSHIP DUES

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

FINANCIAL
RESPONSIBILITY: Mark Mitsui, President

APPROVED BY: Mark Mitsui, President

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

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

The membership fees are based on FTE of the student population. All colleges pay a flat fee and a portion is also based on FTE of the previous year (2018-2019). The membership is from July 1, 2020-June 30, 2021.

RECOMMENDATION: That Portland Community College continue to be a member of OCCA by approving the membership fee of \$185,790.15 for the 2020-2021 FY. This expense will be paid from the President's Budget.

September 17, 2020

21-140

AUTHORIZATION TO REFUND STUDENT
TRANSPORTATION FEE FOR FALL TERM
2020

PREPARED BY: Michelle Brown, Interim Bursar/Treasury Manager,
Financial Services

FINANCIAL
RESPONSIBILITY: Dina Farrell, Associate Vice President,
Financial Services
Eric Blumenthal, Vice President, Finance and
Administration

APPROVED BY: Mark Mitsui, President

REPORT: This Board Resolution relates to removing and
refunding the Student Transportation Fee for the Fall
2020 term because no TriMet student select transit
passes have been, or will be, sold to students during
the term. The change is due to PCC moving to
remote operations during the COVID-19 pandemic.

The Student Transportation Fee is a mandatory fee
charged to all students at \$8.00 per student per term.
The fee covers the subsidized portion of TriMet
student select transit passes sold to students. No
transit passes will be issued for the Fall 2020 term.
Since TriMet student select passes have not been
purchased for the Fall 2020 term, there is little to no
substantial lost revenue due to refunding the fee in
the Fall 2020 term.

The Student Transportation Fee along with other
student fees were reviewed by the President's
Cabinet for possible adjustment due to the move to
remote operations and changes in services to
students. The Cabinet endorsed the adjustments to
the Student Transportation Fee.

RECOMMENDATION: That the Board of Directors authorize the removal and
refunding of the Student Transportation Fee for Fall 2020
term.

September 17, 2020

21-041

BP 2210 OFFICERS AND ROLES OF THE BOARD (FIRST
READING)

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

APPROVED BY: Mark Mitsui, President

REPORT: 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 emergency and special meetings in accordance with law
- Consult with the President and other board members on meeting agendas
- Communicate with individual Board of Directors members about their responsibilities
- Manage requests of information from individuals board members with the President
- Appoint various board roles
- Participate in the orientation process for new Board of Education members
- Assure Board of Directors compliance with policies on Board of Directors member education, self-evaluation, and evaluation of the president;
- Represent the Board of Directors at official events or ensure Board of Directors representation
- 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.

Additional Board Roles

Secretary

- Develop timeline and process for evaluations and/or assessments of:
 - President
 - Student Board Member Position
 - Board
- With support from Executive Coordinator assist in developing Annual Strategic Calendar for the Board of Directors
- Work with Chair and Vice Chair to track implementation of board goals
- Monitor the budget and expenditures of the board

OCCA Representative

- Serve as a board member of the 34 member OCCA Board
- Be prepared for and attend OCCA Board Meetings
- Advocate on behalf of all community colleges
- Provide OCCA updates at PCC board meetings
- Bring the perspective of their member college's issues of statewide concern to the Association and the Board of Directors
- Play an active role in the activities of the OCCA Board of Directors
- Actively engaging their fellow district board in supporting and promoting Association goals and priorities

Audit Representative(s)

- Serves as the Chair of the Audit Committee
- Reviews the effectiveness of the internal audit function and provides input into the Internal Audit Director's performance assessment
- Provides input into the selection of the external auditor
- Reviews, evaluates, and interviews candidates for the community member who sits on the Audit Committee
- Hears and comments on the annual audit plans as proposed by the external auditor and the Internal Audit Director
- Provides feedback as to particular areas of focus for upcoming audit activity
- Reviews and comments on the various reports for PCC financials and internal and external audits
- Reports on Audit Committee meetings at regularly scheduled meetings of the Board as a whole

- Report to the Board the Audit Committee's opinions regarding the College response to audit results

Foundation Representative(s)

- As an ex-officio Member of the PCC Foundation Board, serve as an information liaison between the Foundation Board and College Directors
- Advocate internally and externally for support of the Foundation
- Attend bi-monthly PCC Foundation board meetings and annual retreat

The Board of Directors does not have an official system of rotation of officers; it elects the officers each year from among all its members.

RECOMMENDATION: The Board approve BP 2210 in accordance with ORS 341.283 as presented. Upon approval of this policy, B202: Duties of Chairperson of the Board and Duties of the Vice Chairperson of the Board will be rescinded.

September 17, 2020

21-042

BP 2431 SELECTION OF THE PRESIDENT (FIRST READING)

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

APPROVED BY: Mark Mitsui, President

REPORT: In the case of a presidential vacancy, the Board of Directors shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

RECOMMENDATION: The Board approve BP 2431 in accordance with NWCCU Standards 2.A.3 as presented.

September 17, 2020

21-043

BP 6200 BUDGET DEVELOPMENT (FIRST READING)

PREPARED BY: Eric Blumenthal, Vice President, Finance and Administration

APPROVED BY: Mark Mitsui, President

REPORT: The President is the budget officer of the college and responsible for the preparation and submission of the college budget document to the Board of Directors, acting as the College Budget Committee, and to state and federal agencies as may be required by law or regulation. Each Biennium, the President shall present a budget to the Board of Directors for review, approval, and adoption.

The College Budget Committee shall consist of Board of Director members in accordance with Oregon Local Budget Law ORS 294.414. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for College Budget Committee review. Local budget law encourages citizen involvement in the preparation of the budget before its final adoption. At public hearings on the proposed budget, interested persons may appear and address the College Budget Committee regarding the proposed budget or any item in the proposed budget.

Budget development shall reflect the programmatic needs of the college and shall support the college's strategic and educational plans and address long-term goals and commitments. Assumptions underlying budget proposals shall be presented to the Board for consideration. Any changes to those assumptions shall be reported back to the Board in a timely manner.

RECOMMENDATION: The Board approve BP 3250 in accordance with NWCCU Standards NWCCU Standard 2.E.2 and ORS 294.305 to 294.565 (Local Budget Law) as presented.

September 17, 2020

21-044

BP 6300 FISCAL MANAGEMENT (FIRST READING)

PREPARED BY: Eric Blumenthal, Vice President, Finance and Administration

APPROVED BY: Mark Mitsui, President

REPORT: Portland Community College's financial organization, management, and system of reporting will strive to ensure the integrity of institutional finances. The President shall establish procedures to assure that Portland Community College's fiscal management, including books and records, is in accordance with Oregon Municipal Audit Law, Oregon Revised Statutes, and other applicable State or Federal laws and regulations. The college will:

1. Establish adequate internal controls to provide reasonable assurance of sound financial decision-making and protection of college assets and resources.
2. Maintain accounting systems that follow generally accepted accounting principles.
3. Establish procedures that satisfy the 2CFR Part 200, Uniform Guidance.

As part of the regular review of the college's fiscal management, the President will report to the Board:

1. The financial objectives and conditions of the college.
2. The compliance status with applicable state and federal laws and regulation.
3. Other periodic updates on the financial condition of the college as deemed necessary.

RECOMMENDATION: The Board approve BP 6300 in accordance with 2 Code of Federal Regulations Sections 200.302(b)(6)-(7), 200.305, 200.400 et seq.; NWCCU Standard 2.E.3; and ORS 294.305 to 294.565 as presented.

September 17, 2020

21-045

BP 6400 FINANCIAL AUDITS (FIRST READING)

PREPARED BY: Eric Blumenthal, Vice President, Finance and Administration

APPROVED BY: Mark Mitsui, President

REPORT: There shall be an annual independent audit of all funds, books, and accounts of Portland Community College.

The President shall assure that an annual independent audit is completed consistent with the requirements of Oregon Municipal Audit Law. The President shall recommend a certified public accountancy firm to the Board. The Board will appoint the certified public accountancy firm who will audit the financial statements of the college on an annual basis in accordance with generally accepted accounting principles, generally accepted auditing standards, Oregon Municipal Audit Law, the Single Audit Act, and other applicable State or Federal laws and regulations. The certified public accountancy firm shall deliver the audit directly to the Board.

As part of the annual audit process, the President will report to the Board any deficiencies identified by the certified public accountancy firm in their audit report including a plan of action to address the deficiencies including a timeline for corrective action. The Board will formally adopt the plan of action including the timeline for corrective action.

RECOMMENDATION: The Board approve BP 6400 in accordance with NWCCU Standard 2.E., ORS 297.425 and ORS 341.709 as presented. Board Policy B 508 Accounting, Financial Reporting and Audit will be replaced upon approval of BP 6400.

September 17, 2020

21-046

APPOINTMENT OF BOARD ROLES

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

APPROVED BY: Mark Mitsui, President

REPORT: Each year board members are ask to serve in various roles based on work internally and externally around the college community. Chair Aylajouri seeks approval for the following appointments:

- PCC Foundation Representative: Jim Harper; Alternate: Alex Diaz Rios
- OCCA Representative: Michael Sonnleitner

The appointment for the Audit Committee will remain and the Secretary will be appointed after the required second reading and approval of BP 2210.

RECOMMENDATION: The Board approve the appointments as recommended by Chair Aylajouri for the FY 2020-2021.

September 17, 2020.

21-047

OSBA BOARD NOMINATION FOR PORTLAND
COMMUNITY COLLEGE DIRECTOR MICHAEL
SONNLEITNER

PREPARED BY: Michael Sonnleitner, PCC Board of Directors (Zone 3)

APPROVED BY: Mohamed Alyajouri, PCC Board of Directors, Chair.

REPORT: The Oregon School Board Association (OSBA) has a Board of Directors composed of up to 23 members representing 14 regions throughout Oregon. Each member is elected by the school boards (one vote per board) located within a given region, from among those board members nominated by a board within that region. Chair Alyajouri seeks formal approval by the PCC Board of Directors for the following **OSBA Board nomination for Multnomah Region, Position 17:**

- Michael Sonnleitner, PCC Board of Directors (Zone 3)

This nomination will place Michael Sonnleitner on a ballot for voting consideration by eleven Multnomah Region boards no earlier than November 2nd, 2020 (including Portland Community College's Board of Directors at its November 19th, 2020 Business Meeting) with all votes submitted to OSBA no later than December 18th, 2020. OSBA nominees successfully elected will begin their two-year term of office beginning January 1st, 2021.

RECOMMENDATION: The Board approves the nomination as recommended by Chair Alyajouri.

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.