

PORTLAND COMMUNITY COLLEGE - BOARD OF DIRECTORS
12000 S.W. 49th Avenue - Portland, OR 97219

MINUTES
BOARD OF DIRECTORS BUSINESS SESSION
Sylvania Campus, Board Rooms A/B
May 15, 2008

BOARD ATTENDANCE

Board Members Present:

Denise Frisbee, Jim Harper, Jaime Lim, Bob Palmer, David Squire, Harold Williams

EXECUTIVE SESSION

The Board of Directors convened an executive session for Labor Negotiations, Real Property Transactions and Review and Evaluation of Employment Related to Performance of Chief Executive in accordance with ORS 192.660 (1), (d) (e) (i) at 6:50 PM, adjourning at 7:50 PM.

CALL TO ORDER

Chair Harper called the business meeting to order at 8:05 PM and invited all present to introduce themselves.

APPROVAL OF MINUTES

The April 17, 2008 business meeting minutes were approved as published.

APPROVAL OF THE AGENDA

The agenda was approved as published with the exception that the Information session on Goal 2 was replaced with a report on Goal 4: Continuous Improvement.

INFORMATION SESSION

Sylvania Campus Update

Dr. Linda Gerber, Sylvania Campus President

Dr. Gerber presented a Sylvania Campus report on the sustainability efforts over the past two years in educational programs; co-curricular activities that support educational programs; campus practices in food services; waste management; and community outreach. The online Electrical Engineering, Renewable Energy

Technology degree will soon offer a “green” degree that will be a transferable degree articulated with the Oregon Institute of Technology (OIT). The automotive repair program is working on an Alternative Fuel Engine Repair degree. Many courses including biology, physical science courses, architecture, interior design, and general studies now include sustainability components. A grant of \$700,000 from the National Science Foundation (NSF) will provide funding for training Portland Community College (PCC) technical educators as well as educators from local high schools on how to infuse sustainability into instruction content. Co-curricular activities including Service Learning allow instructors to connect learning objectives for their courses and programs with community organizations that help students learn what it means to be a volunteer and what it means to work in a non-profit environment. Activities in areas of sustainability include working in organizations that reclaim used materials, in some cases refurbishing and reselling millions of pounds of materials keeping reusable items out of landfills each year. Other student projects include weatherizing homes for seniors and handicapped persons, growing food, habitat restoration to remedy environmental problems, and helping conduct a one-day mini conference for 1,000 4th and 5th grade students on the role water plays in sustaining the Earth. Each project is intended to increase student awareness of how sustainability issues affect their lives and the lives of others.

Goal 4 – Continuous Improvement

Dr. Christine Chairsell, Vice President, Academic and Student Affairs and Bonnie Starkey, Manager, Training and Development, Customized and Workforce Training

Dr. Chairsell said a College Engagement Survey was conducted this spring to measure the kind of skills, knowledge, and experience students bring to their academic experience that will provide additional continuous improvement information and that a report will be provided to the Board after analysis of that data has been completed in late summer or early fall. She then introduced Ms. Starkey and asked her to report on LEAN business practice processes. Ms. Starkey noted that Customized and Workforce Training (CWT) provides contract training for employers in the public and private sectors. Benefits of using the LEAN business process include reaching the break-even point sooner with higher level profitability over the long-run. Although the LEAN process was developed for manufacturing industries it really applies to any process and can be used to evaluate use of materials, equipment, labor, and space by means of a thorough and relentless evaluation and implementation to reduce waste and redundancy in any area. She also noted this is not just a one-time action but must be refined persistently to assure continuous improvement. The LEAN ESL process began when training was created for a manufacturer with a non-English speaking workforce to provide job-relevant language training. That has been enhanced and is now used and taught statewide. The College has successfully used the LEAN process to streamline and eliminate waste in enrollment, payroll, human resources, marketing, and other areas. Ms. Starkey concluded saying the LEAN process is now successfully being used in business, industry, and education, as

well as other public sector facilities. Chair Harper complimented the report and President Pulliams noted that positive changes have occurred for many areas of the College by using the LEAN process, especially for the student enrollment processes.

Willow Creek Land Lease

Wing-Kit Chung, Vice President, Administrative Services

Mr. Chung said Resolution 08-093 delegates authority to the District President or his designee to develop an agreement and ground lease with TriMet for property located at the Willow Creek Transit Center in Hillsboro for constructing a new facility to replace the Washington County Workforce Training Center which was sold to the Beaverton School District. Space for the Washington County Workforce Training Center is currently on a short-term lease from the Beaverton School District. TriMet appraisers value the Willow Creek land and 130 parking spaces for a 99 year lease at about \$2.5 million. PCC will have a due-diligence appraisal done to assure this value is accurate. Approval of Resolution 08-093 is needed to put in place the land lease that is needed before an application can be submitted for the required approval by the Federal Transportation Authority before the College can begin building. Plans are going forward with the intention of having the Willow Creek building completed by Fall 2009, and before the current lease from Beaverton School District expires on December 31, 2009.

Emergency Planning and Preparedness Policy

Wing-Kit Chung, Vice President, Administrative Services and Ken Goodwin, Director, Public Safety

Mr. Chung said over the past couple of years many emergencies and disasters have occurred that indicate there is need for an Emergency Planning and Preparedness Board policy to be created. He then introduced Mr. Goodwin, asking him to provide an overview of the College's emergency and disaster preparation efforts. Mr. Goodwin said that over the past twelve years the College's emergency planning and preparedness efforts have included a written plan and key elements from both the Incident Command System (ICS) and the National Incident Management System (NIMS). The ICS used at PCC was developed in the 1970s and has evolved into the de-facto national standard for emergency and catastrophe management. When PCC developed the College's initial emergency operations plan, recommendations and standards from Standard 1600 of the National Fire Protection Association (NFPA) were used that included a national standard in disaster management, emergency management, and business continuity management. Adopting the proposed Board policy regarding emergency planning and preparedness satisfies the requirement of NFPA 1600 for a Board policy that incorporates the elements and expectations for a robust emergency planning and preparedness process. NIMS is a written plan that was created in response to events of 9/11 that establishes a national standard for emergency management. Compliance by state and local first responders and emergency managers then qualifies them for grant funding from the Department of Homeland Security, Department of Education, and FEMA.

Additionally, NIMS has established standards for colleges and universities requiring them to adopt ICS as the standard emergency management system for managing emergencies. NIMS certification requires no-cost, on-line training to certify those who develop the planning process or are involved in the responding process for emergencies. Adoption of the proposed policy will better ensure that the College will be positioned to respond to and recover from a natural disaster or other catastrophic event because it provides a continued emphasis on emergency management and preparedness. By understanding how PCC fits into the overall regional plan the College would become an asset to the overall regional response rather than being a detriment and a burden. This will serve in many ways to enhance the College's image in the community and to be viewed as a proactive partner in the response and recovery efforts of the community at large. By using ICS and achieving NIMS compliance PCC will be eligible to compete to receive grant funding that will help defray costs associated with equipment, training, and technical assistance in our emergency preparedness efforts. President Pulliams thanked Mr. Goodwin and Public Safety staff for their outstanding handling of security matters over the past several months.

PUBLIC COMMENT ON AGENDA ITEMS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

BUSINESS MEETING

Director Squire proposed approval of Resolutions 08-082 through 08-093. The motion passed unanimously.

Other Reports:

Michael Dembrow, Faculty Federation President, said the Faculty Federation has supported various sustainability efforts including the E-cycling project recently held at Sylvania Campus and contributing to funding to send a representative to an international conference on climate change in Bali. Participants at the international conference on climate change included trade unionists from around the world who looked at ways unions and environmentalists can work together to move the economy in a more sustainable manner that also results in the creation of living wage jobs. He also noted that contract negotiations between the Federation and the College will begin again next year and a Federation negotiation team is being created. Mr. Dembrow said next month will be his last Board meeting as Federation President and that the election of a new president will be conducted in the near future.

Board Reports:

Chair Harper reported the recently held Foundation scholarship recognition dinner was a huge success with many donors as well as scholarship recipients attending. Director Squire, who also attended, agreed that the event was a wonderful tribute to the scholars and all who make their scholarships possible. Chair Harper thanked other Directors and staff for attending.

District President Report:

President Pulliams thanked Mr. Dembrow for his leadership while serving as President of the Faculty Federation and his willingness to work with the College in a straightforward manner. He wished Mr. Dembrow well on his future endeavors. The President then thanked Board members for their outstanding representation at community meetings and events and reminded them that commencement will be Friday, June 13 at Memorial Coliseum. He noted that both the Civil Rights site visit and the ADA audit have been completed with positive results for both. He then asked Mr. Wing-Kit Chung to report on the debt refinancing and subsequent savings to district citizens. Mr. Chung reported that 10 financial institutions bid on the refinancing of College debt with the Bank of America being the successful bidder. He noted that about \$12 million was refinanced and the process created nearly \$600,000 in savings to taxpayers. He further noted that this process has been followed three or four times in the past ten years creating about \$6.5 million in saving for district tax payers. President Pulliams concluded by reporting that the Governor has formed an ethics reform review team to gather input regarding the new ethics law that has created havoc across the state due to lack of definition and clarity in its implementation, interpretation, and reporting requirements.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:07 PM.

NEXT MEETING

The next business meeting of the Portland Community College Board of Directors will be held on June 26, 2008 at 7:30 PM at Southeast Center.

Jim Harper, Board Chair

Dr. Preston Pulliams, District President

Prepared by:

Lorna J. O'Guinn
Assistant to Board of Directors

Minutes approved on June 26, 2008