

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

April 16, 2020
Via remote access

BOARD MEETING MINUTES

ATTENDANCE

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

CALL TO ORDER

Chair Harper called the Business Meeting to order at 5:56 pm.

COVID-19 UPDATE

President Mitsui thanked all the faculty and staff of the College for making the extraordinary transition to online operations. Cabinet has been meeting three times a week, making key decisions regarding remote operations. Emma Kallaway, who is staying on as Government Relations Director, and President Mitsui continue to speak with state legislators, federal delegation, and review the CARES Act while preparing for the emergency and long session.

Academic Affairs, led by Vice President Dr. Katy Ho, has gone from supporting 699 courses online to 3,305 online supported courses over the course of ten days. They provided training to 1,875 faculty and staff in online instruction and continue delivering ongoing instructional training for our new online environment.

Student Affairs, led by Interim Vice President Dr. Heather Lang, has moved almost all student services functions to remote delivery, delayed enrollment and payment related deadlines, waived late fees, and implemented a generous appeals review process to support students through this difficult transition. Over 700 students requested technology access support and approximately 250 laptops were purchased by the Foundation, with an additional 115 laptops available for distribution next week. Emergency grants have been awarded to support WiFi connections and devices. Over \$43,000 in emergency grants awarded to nearly 100 students from student activity fees. Also identify a plan to quickly distribute \$6.2 million in direct emergency aid from CARES Act funds.

Finance and Administration, led by Vice President Eric Blumenthal, initiated a COVID – 19 planning team in late February, which provides guidance and direction to the college regarding emergent COVID related issues. This team coordinates logistical support for remote college operations, and maintains communication with state and local agencies. The current situation is informing the ongoing development of the Emergency Operations Plan and Business Continuity Plan. In July, PCC will offer a FEMA sanctioned course, “Multi-Hazard Emergency Management for Higher Education.”

Willow Creek Center has partnered with the Oregon Employment Department to allow them access to the space and software they needed to process unemployment insurance claims, which are now hitting record numbers.

Office of the Executive Vice President, led by Executive Vice President Sylvia Kelley, has identified with Planning & Capital Construction twenty projects to move forward, along with some IT and Public Safety initiatives. Human Resources has established a comprehensive COVID-19 FAQ list; created a process for employees to request leave under the Oregon sick leave law and the federal Families First Coronavirus Response Act. The communications team has established a PCC COVID-19 website, while having several print, digital, and TV news stories published and/or broadcasted in local and national markets. The PCC Foundation Board approved \$750,000 allocation for COVID-19 response for emergency grants, food gift cards, and laptops and internet access for our students. PCC will receive an additional \$75,000 award from Bank of America.

Information Technology, led by Chief Information Officer Michael Northover, responded quickly to ensure continuity of operations in preparation for remote administration and Spring Term online instruction. In partnership with Marketing and Communications, IT developed a Remote Work Technology Resources web page and a Telecommuting Center that provides online set up instructions and training materials for all technology products required for remote work. IT implemented a scalable, secure mechanism for remote access to Banner, a system used extensively by PCC faculty and staff. PCC's Virtual Private Network infrastructure was insufficient for the expected need of remote operations. The IT team evaluated, purchased, and implemented a remote desktop solution, which has provisioned 150 users on the platform. The Information Security department is developing information security risk assessments for changes adopted as a result of the rapid shift to remote work.

Next steps for the College's COVID-19 response include finding the best sources of peer-reviewed information and data for decision making, establishing and preparing if/then scenarios, establishing key milestones, identifying budget impact and implications, taking care of the community, understanding the implications for strategic planning, and noting lessons learned.

APPROVAL OF THE AGENDA

The agenda was approved as published. Alyajouri/ Sonnleitner

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

The March 19, 2020 meeting minutes were approved as published. Sonnleitner/Frisbee

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

BUSINESS SESSION

Chair Harper proposed approval of Resolutions 20-120 to 20-133. Frisbee/Sonnleitner

Alyajouri – Yes
Díaz Rios – Yes
Frisbee - Yes

Harper - Yes
Penson – Yes
Saltzman – Yes

Sonnleitner – Yes

ADJOURN BUSINESS MEETING AND CONVENE AS LOCAL CONTRACT REVIEW BOARD

Mike Mathews, Manager, Purchasing and Procurement provided an update on Resolution 20-133 and the need for changes. He highlighted some of the updates that will affect PCC business practices.

No public comment was received on Resolution 20-133.

Motion to approve 20-133 to Accept Proposed Changes to the Community College Rules of Procurement (First Reading). Frisbee/Alyajouri

Roll call vote:

Alyajouri – Yes
Díaz Rios – Yes
Frisbee - Yes

Harper - Yes
Penson – Yes
Saltzman – Yes

Sonnleitner – Yes

ADJOURNMENT SD LOCAL CONTRACT REVIEW BOARD

There being no further business, the meeting adjourned at 7:04 pm.

Jim Harper, Chair

Mark Mitsui, College President

Prepared by:

Gloria Gunn, Executive Coordinator

Minutes approved on May 21, 2020.