

December 9, 2004

05-036

RATIFY COMMERCIAL LEASE EXPENDITURE FOR THE
FOREST GROVE EMPLOYMENT AND TRAINING
CENTER

PREPARED BY: Roger Cardinal, Manager, Procurement & Risk Services

FINANCIAL
RESPONSIBILITY: Julie Wyckoff-Byers, Director, Workforce Development
CAPITAL Career Center

APPROVED BY: Randy McEwen, Vice-President, Administrative Services
Dr. Preston Pulliams, District President

REPORT: In conjunction with the Oregon Employment Department (OED), the PCC CAPITAL Career Center has entered into a commercial lease for an Employment and Training Center located in Forest Grove (an entire building of approximately 3,000 square feet at 2801 Pacific Avenue). The College and OED will offer training workshops and other employment services to the public at this center. The College and OED will equally share all facility and operating costs. The term of the lease is November 1, 2004 through October 31, 2009 for a total rental cost of \$162,000. The College may terminate the lease due to loss of funding with six (6) months notice.

Per Board Policy B 505, since this expenditure will exceed \$100,000, it must be approved by the Board.

RECOMMENDATION: That the Board of Directors ratify this commercial lease agreement with the facility owner, Dimitra Spanopoulos, for the Forest Grove Employment and Training Center through October 31, 2009, for the rental amount of \$162,000 total. Funds for these rental payments shall be shared equally between the College and OED. The College's share of the costs will be paid completely from CAPITAL Career Center grant funds.

Director Germond moved for approval of Resolution 05-036 and it passed unanimously.