

August 29, 2008

09-008

APPLY TO THE STATE BOARD OF EDUCATION FOR  
APPROVAL OF THE CERTIFICATE: COMPUTER  
APPLICATIONS/OFFICE SYSTEMS: VIRTUAL  
ASSISTANT FOR PORTLAND COMMUNITY COLLEGE,  
COLUMBIA GORGE COMMUNITY COLLEGE, AND  
TILLAMOOK BAY COMMUNITY COLLEGE

PREPARED BY: Amy Alday-Murray, Curriculum Manager

FINANCIAL

RESPONSIBILITY: Art Schneider, Interim Division Dean, Business,  
Computer Technology and Real Estate  
Susan Wolff, Dean of Instruction, Columbia Gorge  
Community College  
Lori Gates, Dean of Instruction, Tillamook Bay  
Community College

APPROVED BY: Dr. Christine Chairsell, Vice President, Academic and  
Student Affairs  
Dr. Preston Pulliams, District President

REPORT: The proposed certificate will allow students to pursue a  
career as a Virtual Assistant. This is an emerging, yet  
rapidly expanding career area in which individuals  
provide administrative support and technical services for  
the changing global demand within the virtual business  
community. All courses in the certificate will be available  
online; however, several are offered on campus.  
Individuals successfully completing the certificate will  
develop skills to communicate effectively with clients in  
the virtual office environment, apply planning and time  
management principles, create and market a home-  
based virtual business, use technological skills to  
contract office support to a variety of clients, and create a  
virtual community. The twenty-seven credit certificate will  
serve individuals who have work experience in an office-  
related field.

RECOMMENDATION: That the College be authorized to submit an application  
to the Oregon State Board of Education: Certificate:

Computer Applications/Office Systems: Virtual Assistant  
for Portland Community College, Columbia Gorge  
Community College, and Tillamook Bay Community  
College

DELEGATE AUTHORITY TO NEGOTIATE POTENTIAL  
REAL PROPERTY PURCHASES

08-009

PREPARED BY: Randy McEwen, District Vice President  
FINANCIAL RESPONSIBILITY: Wing Kit Chung, Vice President, Administrative Services  
APPROVED BY: Dr. Preston Fullman, District President  
REPORT: Matrix Development Corporation (Matrix) holds options to purchase three parcels of real property near the Rock Creek campus. The parcels are:

- WT18000300 Approximately 4 acres
- WT18000400 Approximately 1 acre
- WT18000501 Approximately 1.3 acres

The most recent (2007) Washington County Assessor real market values are \$1,050,230; \$379,400; and \$327,780, respectively.

The Matrix options expire 1 October 2008. Matrix has offered (1) to sell the options to PCC for a fee of approximately \$50,000 per acre; (2) to attempt to negotiate extending the options thru 15 January 2008 through an option "extension" payment of \$15,000 - \$30,000 per acre, for which PCC would reimburse Matrix. In the course of negotiating with owners, Matrix would declare its interest in assigning the extended options to PCC. The result is that the cost to PCC would be approximately \$285,000 per acre, plus closing and attorney fees if the College were to acquire any or all of these properties.

RECOMMENDATION: The board delegate to the District President or his designee the authority to exercise options, extension or assignment agreements in consultation with the Board Chair and College legal counsel, for the three referenced properties.