

December 5, 2013

14-063

APPROVAL OF PERSONNEL ACTIONS

PREPARED BY: The Human Resources Department Staff

APPROVED BY: Dr. Jeremy Brown, President

RECOMMENDATION: That the Board of Directors approve the following actions:

A. Approval of new hires, new positions and change of position

1. Administrative Appointment-Ken Brown

District Bookstore Manager

Administrative Services

Annual Salary: \$75,000 Grade: J

Effective: December 16, 2013

Education: Portland State University MBA 1992  
Business Administration

University of Florida BA 1978  
English

Most Recent

Experience: Portland State University  
General Manager

Applicant Flow:	Gender	Ethnicity
34	Male	38 White (not of Hispanic Origin)
18	Female	2 Black or African American
3	Not Disclosed	1 Asian
		4 Hispanic/Latino
		1 American Indian/Alaskan Native
		1 Native Hawaiian/Pacific Islander
		1 Two or More Selections
		7 Not Disclosed
<hr/>	55 Total	<hr/>
		55 Total

**ETHNIC AND GENDER DESCRIPTION OF STAFF  
PROPOSED TO BE HIRED IN *December 5, 2013* PERSONNEL REPORT**

Male  $\frac{1}{1}$

White (not of Hispanic Origin)  $\frac{1}{1}$

December 5, 2013

14-065

COMMENDATION OF RETIRING EMPLOYEE –  
TERESA FLAMAN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Teresa Flaman has performed faithfully in her duties as a Cashier, Data Control Clerk, Business Office Cashier and Senior Business Office Cashier for Portland Community College since July 1, 1986. She retires effective November 21, 2013.

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

December 5, 2013

14-066

COMMENDATION OF RETIRING EMPLOYEE –  
LEONARD KESTERSON

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Leonard Kesterson has performed faithfully in his duties as a Lab Tech Assistant, Instructional Support Tech I, Academic Comp Spec II and Instructor Computer Operator Specialist for Portland Community College since October 1, 1990. He retires effective November 30, 2013.

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

December 5, 2013

14-067

COMMENDATION OF RETIRING EMPLOYEE –  
LESLIE KYLE

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Leslie Kyle has performed faithfully in her duties as a Registration Clerk and Business Office Cashier for Portland Community College since October 15, 2001. She retires effective October 31, 2013.

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

November 21, 2013

14-068

COMMENDATION OF RETIRING EMPLOYEE –  
KATHERINE STROH

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Katherine Stroh has performed faithfully in her duties as a Part-time Child Development Specialist for Portland Community College since January 03, 1989. She retires effective December 31, 2013.

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

December 5, 2013

14-069

AUTHORIZATION TO EXTEND LEASE FOR CAPITOL  
PARK BUILDING FOR THE 2008 BOND PROGRAM

PREPARED BY: Kathy Kiaunis, Manager, Bond Finance

FINANCIAL  
RESPONSIBILITY: Linda Degman, Director, Bond Program

APPROVED BY: Wing-Kit Chung, Vice President, Administrative Services  
Randy McEwen, Vice President  
Dr. Jeremy Brown, President

REPORT: With Resolution 09-075, the Board authorized a lease at the Capitol Park Building of approximately 5,000 sq. ft. to provide space for staff to operate the 2008 Bond Program. Contiguous space was not available on any PCC Campus for the program. The current lease expires October 1, 2014. It is necessary to extend the lease through June 30, 2016, at which time a significant portion of the bond work will be completed, and remaining bond staff to complete projects can likely be absorbed onto campuses. The initial authorization was for \$460,000. An additional \$160,000 is required to extend the lease through the revised date.

This request plus the earlier authorization totals \$620,000. Funding for the lease will come from the 2008 Bond Program.

RECOMMENDATION: That the Board of Directors authorize the extension of the lease of the Capitol Park Building through June 30, 2016. The cost for the extension is approximately \$160,000. Expenditures for the lease will be from the 2008 bond funds.

December 5, 2013

14-070

AUTHORIZATION FOR FORTIS CONSTRUCTION, INC.  
TO PROVIDE CONSTRUCTION SERVICES FOR  
BUILDING 1 RENOVATION AND BUILDING 5  
GENERAL CONDITIONS FOR THE ROCK CREEK  
CAMPUS 2008 BOND PROGRAM

PREPARED BY: Kathy Kiaunis, Manager, Bond Finance

FINANCIAL  
RESPONSIBILITY: Linda Degman, Director, Bond Program

APPROVED BY: Wing-Kit Chung, Vice President, Administrative Services  
Randy McEwen, Vice President  
Dr. Jeremy Brown, President

REPORT: On July 14, 2011 (BA 12-012), the Board of Directors adopted findings and approved an exemption to authorize the use of the CM/GC alternative contracting method for the Rock Creek Campus.

After a formal Request for Proposals process, per Resolution 12-065 on December 8, 2011, the Board awarded the Construction Manager/General Contractor contract for the Rock Creek Campus 2008 bond program to Fortis Construction. Work authorized to date through prior resolutions 12-065 (\$500,000), 12-110 (\$877,651), 12-121 (\$2,779,633), 13-008 (\$9,156,704), 13-065 (\$751,300) and 14-016 (\$738,707) includes the Building 7 partial demolition, Building 7 addition, Building 2 CTE renovations, VOIP and generator projects, Central Distribution move to leased property, storm water detention pond improvements and Building 5 preconstruction services totaling \$14,803,997.

At this time, construction work is proceeding for the renovations to Building 1, which will house the campus Facility Management Services (FMS) and Public Safety functions. These college services are being relocated from their current locations in Building 5 as part of the planned addition to that Building. The Guaranteed Maximum Price (GMP) for this project is \$1,442,328 million. In addition, authorization for an owner's

contingency of \$75,000 is requested, for a total amount of \$1,517,328.

Construction documents are in development for the addition to Building 5. The addition to Building 5 will include new classrooms, faculty workspaces, expanded student services spaces, a new food service facility, and bookstore. It is anticipated that a GMP will be established in June of 2014. Prior to establishment of the GMP, authorization is needed for project general conditions costs, including construction management, of \$586,221.

This request, totaling \$2,028,459, plus the earlier authorizations results in a revised total of \$16,832,456. Funding for the projects will come from the 2008 Bond Program.

**RECOMMENDATION:** That the Board of Directors authorize Fortis Construction to complete Building 1 renovations and Building 5 general conditions. The cost for these services will be approximately \$2,028,459 over the next 7 months. Expenditures for these services will be from the 2008 bond funds.



December 5, 2013

14-071

APPROVE THE PROJECTED SMALL WORKS PROJECT LIST FOR FISCAL YEAR 2013-14

PREPARED BY: Denise Jeffords, Buyer/Contract Specialist

FINANCIAL RESPONSIBILITY: Keith Gregory, Interim Director, Facilities Management Services

APPROVED BY: Jim Langstraat, Associate Vice President, Finance  
Wing-Kit Chung, Vice President, Administrative Services  
Dr. Jeremy Brown, President

REPORT: The passing of Board Resolution #12-013 in July 2011, allowing the college to operate a small works retainer program has proven to be very beneficial to the college, and has allowed Facilities Management Services staff the flexibility to offer more contracting opportunities to the Minority, Women and Emerging Small Business (MWESB) firms which is a board contracting goal.

The attached list contains projects that staff plans to initiate during this fiscal year. For FY 2013-14, the aggregate estimated amount is \$6,589,500. This is a proposed list based on current college priorities and is subject to changes if the college's needs change. At the end of the fiscal year staff will provide the Board with a report detailing the actual projects initiated; the Vendors selected; and the status of each project.

A \$700,000 small works contingency project has been included to address unplanned and unforeseen building infrastructure and system failures that may occur. Projects funded from the \$700,000 contingency will be reported back to the Board. In addition a \$250,000 project has been included to contract with Architectural and Engineering Consultants for preplanned activities associated with FY 2014-15 construction projects. This will allow Facilities Management Services to move to a more proactive method of managing its construction projects.

RECOMMENDATION: That the Board of Directors acting in their capacity as Local Contract Review Board approve this list of projects in Exhibit A in the aggregate amount of \$6,589,500 for Fiscal Year 2013-14. The proposed projects will be funded from the General Fund, the Capital Project Fund and the Bond Fund.

BUILDING	CAMPUS	TITLE	ESTIMATED COST
DISTRICT WIDE	DIST	Arc Fault Electrical Protection	1,407,000
DISTRICT WIDE	DIST	Energy Management System (EMS) Repairs	100,000
BUILDING 2	RC	Replace D22 Air Handler	195,000
BUILDING 7	RC	Replace 140 Ton Chiller	280,000
BUILDING 9	RC	Replace 220 Ton Chiller	220,000
MT. TABOR	SE	Exterior Emergency Lighting	25,000
CAMPUS WIDE	SY	Replace Domestic Single Wall Heat Exchangers	200,000
CAMPUS WIDE	SY	Parking Lot Lighting	500,000
DISTRICT WIDE	DIST	Painting Revitalization - All Buildings	250,000
DISTRICT WIDE	DIST	ADA Projects	250,000
DISTRICT WIDE	DIST	Kiln Yard Remodels	260,000
CAMPUS WIDE	RC	Egress Lighting	50,000
LEARNING GARDEN	SY	Paths, Permitting, Storm Water	100,000
CAMPUS WIDE	SY	Emergency Lighting Upgrades	50,000
AMO DEBERNARDIS COLLEGE CENTER	SY	Administrative Services V.P. Office Remodel	45,000
AMO DEBERNARDIS COLLEGE CENTER	SY	Foundation Office Remodel	100,000
AMO DEBERNARDIS COLLEGE CENTER	SY	Board Rooms and Corridor Remodel	120,000
AMO DEBERNARDIS COLLEGE CENTER	SY	President's Office Remodel	25,000
COLLEGE SERVICES BUILDING	SY	Smart Board for Large Conference Room	5,000
TECHNOLOGY CLASSROOM BUILDING	SY	Distance Learning Media Remodel	150,000
CLIMB CENTER	CLIMB	HVAC Replacement	225,000
GYMNASIUM	CA	Lighting Upgrade	30,000
DISTRICT WIDE	DIST	Restroom Refurbishment	300,000
CAMPUS WIDE	SY	Asbestos/Mold Abatement	250,000
HEALTH TECHNOLOGY	SY	Re-tile Gymnasium Shower Room Floor	152,500
PERFORMING ARTS CENTER	SY	Re-engineer Broken Pavers in the Courtyard	350,000
DISTRICT WIDE	DIST	Unplanned/Unscheduled Projects	700,000
DISTRICT WIDE	DIST	FY 14/15 Architectural, Engineering and Consulting Work	250,000
			6,589,500

December 5, 2013

14-072

AUTHORIZATION TO UTILIZE AN INTER-  
GOVERNMENTAL COOPERATIVE CONTRACT TO  
PROVIDE ELEVATOR MAINTENANCE AND REPAIR SERVICES

PREPARED BY: Denise Jeffords, Buyer/Contract Specialist

FINANCIAL  
RESPONSIBILITY: Keith Gregory, Interim Director, Facilities Management Services

APPROVED BY: Jim Langstraat, Associate Vice President, Finance  
Wing-Kit Chung, Vice President, Administrative Services  
Dr. Jeremy Brown, President

REPORT: The College has a need to contract with a qualified company to provide the college with full elevator maintenance service and maintain a continuing system of full preventative elevator maintenance and repair services at various PCC District locations. Staff would like to utilize an existing intergovernmental cooperative contract (allowable without an additional competitive process per College Procurement Rules, CCR.205), the State of Oregon Contract #2574, which has a competitively priced contract with ThyssenKrupp Elevator Corp. for providing these services. The estimated cost of these services will exceed the \$150,000 threshold, requiring the Board of Directors approval (B505).

RECOMMENDATION: That the Board of Directors authorize the use of an intergovernmental contract for the provision of Elevator Maintenance and Repair Services and award a two-year contract to ThyssenKrupp Elevator Corp. in the amount of \$170,000, (based on an annual estimate of \$85,000), with an option for the college to renew the contract on an annual basis for an additional two (2) years. The contract shall not exceed four (4) years, with a maximum amount of \$340,000. Expenditures for this contract will come from the general fund and the capital projects fund.

December 5, 2013

14-073

REVISE BOARD POLICY B 703 (FIRST READING)

PREPARED BY: Kristin Watkins, Associate Vice President, College Advancement

APPROVED BY: Dr. Jeremy Brown, President

REPORT: By Board Policy B 703, the Board has the sole authority to approve the naming of College facilities and programs. The PCC Foundation Board makes recommendations to the College Board regarding the naming of facilities or programs in recognition of philanthropic gifts.

The PCC Foundation revised its philanthropic naming policy in November 2013 in order to provide greater clarity on several issues, including the College Board's ultimate authority for the approval of philanthropic naming of buildings, spaces, college programs, and faculty or staff positions; the process the PCC Foundation will use in proposing naming agreements and obtaining such approvals from the College Board; and the types of gifts that may be considered for philanthropic naming. The PCC Foundation's Philanthropic Naming Policy is attached as Exhibit B.

A review of the College Board's naming policy was deemed timely, given the large number of buildings coming on-line as a result of the 2008 Bond program and the Foundation Board's recent revisions to its philanthropic naming policy. The revised Board policy continues to state clearly the Board of Directors' sole authority to approve naming proposals. It is recommended that the naming of faculty and staff positions be added to the policy, along with additional clarity about the types of naming opportunities (philanthropic and honorary) the College will consider for individuals, families, entities or organizations; the role of the PCC Foundation in proposing and preparing naming agreements; and the criteria for honorary naming.

RECOMMENDATION: That the Board of Directors approve on First Reading the proposed revision to Policy B 703 as shown in Exhibit B.

## **EXHIBIT B: 14-073**

### **CURRENT POLICY**

#### **College Board Policy B 703: Naming of College Facilities and Programs**

The PCC Board of Directors recognizes the symbolic significance to the College and to the community associated with the naming of facilities and programs. The Board of Directors has the sole authority to approve naming agreements for all College facilities, programs and faculty/staff positions.

The College Board is receptive to naming agreements that honor and recognize individuals, families and companies that have either made or intend to make and/or pledge a substantial “major gift” through the PCC Foundation for the benefit of PCC students and programs. Additionally, the Board of Directors will consider naming proposals for individuals (living or deceased), families and companies who have provided “extraordinary service” to the College or to the community.

The Board of Directors has developed guidelines for the application and implementation of its naming policy. The College Board will seek input and involvement, when financial contributions are involved, from the PCC Foundation Board in the design of naming proposals and in the preparation of naming agreements. The College Board also reserves the right to rename or terminate naming agreements upon certain triggering events, such as conviction of the donor/honoree of a felony, passage of time, or substantial reconstruction or renovation of a structure by a new donor. Such triggering events will be set forth in the naming agreement.

### **PROPOSED REVISION**

#### **College Board Policy 703 B: Naming of College Facilities, Programs, and Positions**

The PCC Board of directors has sole authority over the naming of College campuses, sites, buildings, facilities, parts of facilities, and faculty and staff positions. The Board recognizes the symbolic significance to the College and to the community associated with the naming of facilities, parts of facilities, programs, and faculty and staff positions in honor of individuals, families, entities or organizations that have made important contributions to the College and community.

The College will consider the following two general categories of naming opportunities for individuals, families, entities, or organizations:

Philanthropic Naming – Consideration for naming of a College facility, parts of facilities, program, faculty or staff position may be given in recognition of substantial financial gifts to the College or PCC Foundation. The PCC Foundation Board will make recommendations to the PCC President regarding naming proposals and agreements that recognize philanthropic contributions, for

approval by the PCC Board of Directors. Each philanthropic naming proposal will have a specific naming agreement prepared and approved by the PCC Foundation. The Foundation Board will review and approve each philanthropic naming agreement before forwarding to the College President. The College President will perform the final review of the proposed naming agreement and may forward to the College Board of Directors for approval.

Honorary Naming – Portland Community College considers the naming of a College facility, parts of facilities, programs, and faculty/staff positions in honor of an individual, family, entity, or organization to be one of the highest recognitions that the College can bestow. Those considered for naming honors shall have been dedicated to the purpose, nature and mission of the College and shall have achieved outstanding distinction through contributions to the College or community.

All naming recognition must be consistent with the College's mission. The proposed name should enhance the public reputation of the institution. The credentials, character, and reputation of the individual, family, entity or organization for whom the naming is being considered shall be appropriately evaluated. Naming proposals must be accompanied by appropriate supporting documentation.

The PCC Board of Directors reserves the right to rename or terminate naming agreements upon certain triggering events, such as dishonorable behavior that is inconsistent with the recognition of the naming opportunity, passage of time, substantial reconstruction or renovation of a structure, or discontinuation of a program. These conditions will be set forth in the naming agreement.

December 5, 2013

14-074

DELEGATE AUTHORITY TO COLLEGE PRESIDENT  
TO DEVELOP CONCEPTUAL STRUCTURES FOR  
POTENTIAL PURCHASE OF REAL PROPERTY

PREPARED BY: Randy McEwen, Vice President

FINANCIAL  
RESPONSIBILITY: Randy McEwen, Vice President

APPROVED BY: Dr. Jeremy Brown, President

REPORT: The College is exploring potential purchase of real property in inner Southeast that may be necessary for creation of a PCC Health Professions Center. Properties that are being considered are or may soon be the subject of non-PCC development activity by the current owners. As such, PCC's discussion with the owners may require the interruption of the planning work currently under way. Time is of the essence in these discussions in order to preserve the College's possible interests. In addition, staff may need to consult with City planners concerning zoning and development limitations for the properties. It is essential for the College to convey that its interest is genuine and time-driven, is attentive to the interests of the owners, and is not a speculative exercise, and that the College recognizes that owners have other options, in return for their devoting time to jointly explore PCC's interests.

RECOMMENDATION: That the Board of Directors authorize the President or his designee to discuss with relevant property owners and if warranted develop detailed conceptual plans by which the College might acquire and develop real property for a Health Professions Center. No binding agreements would be developed under this authority. Such proposed agreements, if any, would be approved by future Board resolutions.

*Portland Community College does not tolerate unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, marital status, height/weight ratio, disability, veteran status, age, or sexual orientation in any area, activity or operation of the District. In addition, the college complies with the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), USERRA – Uniformed Services Employment and Reemployment Rights Act, and all county, state and federal civil rights laws. Accordingly, equal opportunity for employment, admission, and participation in the college’s benefit and services shall be extended to all persons, and the college shall promote equal opportunity and treatment through a positive and continuing affirmative action plan.*