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PORTLAND COMMUNITY COLLEGE BOARD OF DIRECTORS

Business Meeting

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August 19, 2021



Please print double-sided in support of Board Policy B707 – Sustainable Use of Resources

Portland Community College Board of Directors

Vision

Building futures for our Students and Communities

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Mission

Portland Community College supports student success by delivering access to quality education while advancing economic development and promoting sustainability in a collaborative culture of diversity, equity and inclusion.

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Core Themes

- Access and Student Success
 - Economic Development and Sustainability
 - Quality Education
 - Diversity, Equity and Inclusion
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Who We Are

Portland Community College is a public, multi-campus, comprehensive community college serving the lifelong learning needs of our students. We offer college transfer programs; career and technical education programs; adult basic skills; opportunities to develop English as a second language; high school completion and dual credit; community and continuing education programs; and service-learning opportunities that foster the development of civic responsibility and engagement. Through extensive partnerships with business, industry, labor, educational institutions and the public sector, we provide training and learning opportunities for the local and state workforce and promote economic and community development.

We Value

- Effective teaching and student development programs that prepare students for their roles as citizens in a democratic society in a rapidly changing global economy
- An environment that is committed to diversity as well as the dignity and worth of the individual
- Leadership through innovation, continuous improvement, efficiency, and sustainability
- Leadership through the effective use of technology in learning and all College operations
- Being a responsible member of the communities we serve by actively participating in their development
- Quality, lifelong learning experiences that helps students to achieve their personal and professional goals
- Continuous professional and personal growth of our employees and students including an emphasis on fit and healthy lifestyles that decrease disease and disability
- Academic Freedom and Responsibility – creating a safe environment where competing beliefs and ideas can be openly discussed and debated
- Collaboration predicated upon a foundation of mutual trust and support
- An agile learning environment that is responsive to the changing educational needs of our students and the communities we serve –making students marketable for jobs in the future and promoting economic development
- The public’s trust by effective and ethical use of public and private resources

Portland Community College
BOARD OF DIRECTORS
PO BOX 19000, Portland, Oregon 97280

August 19, 2021

AGENDA

The Board of Directors meetings are held in accordance with open meeting laws and accessibility requirements. If a person with a disability needs assistance in order to attend or participate in a meeting, please notify the Board of Director's Office at least 48 hours in advance by calling (971) 722-4365 or by email at boardmember@pcc.edu, please use **ACCESSIBILITY** in the subject line.

4:00 PM **EXECUTIVE SESSION**

In accordance with ORS 192.660 (2), (a) employment of a public official, (d) labor negotiations, (i) evaluation of the CEO

Media Requests to join the Executive Session can be emailed (boardmember@pcc.edu, please use MEDIA REQUEST in the subject line) or phoned in (971.722.4365) by 3:00 pm of the meeting date.

5:00 PM **BREAK**

5:10 PM **WORK SESSION**

- 2022 Bond Planning: Linda Degman (30 minutes)
- Policy (20 minutes)
 - BP 2361 Information Request
 - Ethics
- Chair's Update: Mohamed Alyajouri (10 minutes)

6:10 PM **BREAK**

6:15 PM **BUSINESS SESSION**

Call to Order

- Land Acknowledgment: Tiffani Penson, Zone 2
- Approval of Agenda—August 19, 2021
- Approval of Minutes—July 15, 2021 and August 10, 2021

6:20 PM **President's Updates**

- COVID Update
- Announcements
 - In Service
 - PCCF BIG Give Day
- Other

6:50 PM **Information Sessions**

BELONGING: Transform our learning culture toward creating a sense of belonging and well-being for every student

- Limelight on Learning: Teaching Excellence Award--Jessica Bernards, Faculty, Mathematics

7:05 PM

Public Comment on Agenda Items

Persons wishing to make public comment on agenda items can request a time slot by using this [link](#). Details and directions can be found at the link.

7:20 PM

Consent Agenda: (All items will be approved by consent agenda unless an item is withdrawn by request of a member of the Board. A separate motion will then be required to take action on the item in question.)

	<u>Page</u>
<u>PERSONNEL</u>	
22-012	Approval of Personnel Actions– August 19, 2021020
	Academic Professional Appointments:
	Justin Rigamonti, Program Coordinator – Carolyn Moore Writing Residency Program (0.5 FTE), Academic Affairs (Temporary)
	Tuonglinh Sabo, Yes to College Success Coach (Student Resource Specialist), Student Affairs (NonGeneral Fund)
	Martha Walters, Clery Act Compliance Specialist, Finance and Administration
	Administrative Appointments:
	Naomi Butler, Facilities Support Services Manager, Finance and Administration (Temporary)
	Joanna Frazier, Financial Services Manager I, Finance and Administration (Temporary)
	Sunnie Ochoa, Financial Services Manager II, Finance and Administration
	Jampa Yangon, Campus Custodial Services Manager, Finance and Administration
	Faculty Appointments:
	Kristen Johnson, Instructor, Dental Hygiene, Academic Affairs
	Unique Page, Counselor, Student Affairs
	Catherine Schweitzer, Instructor, Dental Hygiene, Academic Affairs
	Continuous Appointments:
22-013	Continuous Appointment: Administration.....024
22-014	Continuous Appointment: Faculty and Academic Professionals.....025
<u>RETIREEES</u>	
22-015	Commendation of Retiring Employee – Richard Birk (11 years)026
22-016	Commendation of Retiring Employee – Daniel Dougherty (27 years).....027

22-017	Commendation of Retiring Employee – Eileen England (25 years).....	028
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BIDS AND CONTRACTS

22-018	Contract Increase for Pantherhub an Online Portal for Students.....	029
22-019	Amend Contract for Transcription & Captioning Services to 3PLAY.....	030
22-020	Contract Approval for the Banner ERP System to Ellucian.....	031
22-021	Contract Approval for IT Wireless Access Points to Dasher Technologies.....	032
22-022	Approve Contract Increase for Geotechnical Services for the Sylvania Campus HT Building and Related Projects.....	034
22-023	Contract Approval for Hazardous Materials Abatement for the Sylvania Campus HT Building to Netcompliance Environmental Services, LLC.....	036
22-024	Approve Increase in Guaranteed Maximum Price to Robert Evans Construction Company for the Rock Creek Campus Dealer Services Technology Building.....	038

BOARD

22-025	Authorization to Refund Student Transportation Fee for Fall Term 2021.....	040
22-026	BP 2361 Information Request (Second Reading)	041
22-027	Appointment of Delegates to Attend the Association of Community College Trustees (ACCT) 2021 Community College Annual Leadership Congress in San Diego, CA from October 13-16, 2021.....	043
22-028	Appointment of Board Roles.....	044

7:25 PM	Non-Consent Agenda: Vote will be by poll of the Board of Directors 22-029 PCC Covid Vaccine Mandate	045
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7:30 PM **Public Comment on Non-Agenda Items**
Persons wishing to make public comment on agenda items
can request a time slot by using this [link](#). Details and directions
can be found at the link.

- 7:45 PM **Reports**
- Student Update— Mohasin Biswas Manab, Student Board Member
 - PCC Federation of Classified Employees (AFT Local 3922)— Jeff Grider, President

- PCC Federation of Faculty and Academic Professionals (AFT Local 2277)—Frank Goulard, President
- Board Members

8:05 PM **Adjournment**

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

July 15, 2021
Via remote access

BOARD MEETING MINUTES

ATTENDANCE

Mohamed Alyajouri, Laurie Cremona Wagner, Tiffani Penson, Dan Saltzman, Michael Sonnleitner, Kristi Wilson, Serin Bussell, Mohasin Biswas Manab

EXECUTIVE SESSION

The board met in accordance with ORS 192.660 (2), (a) employment of a public official, (d) labor negotiations, (k) school safety, and (i) evaluation of the CEO.

CALL TO ORDER

Chair Alyajouri called the Business Meeting to order at 6:51 pm.

SWEARING IN

President Mitsui swore in Mohasin Biswas Manab (Student Board Member), Laurie Cremona Wagner (Zone 1), Serin Bussell (Zone 4), Dan Saltzman (Zone 5), Mohamed Alyajouri (Zone 6), and Kristi Wilson (Zone 7).

ELECTION OF CHAIR AND VICE CHAIR

Director Saltzman made a motion to elect Mohamed Alyajouri as the 2021-2022 Chair for the Board of Directors. Saltzman/Bussell

Alyajouri - Yes	Penson – Yes	Wilson – Yes
Bussell – Yes	Saltzman – Yes	
Cremona Wagner – Yes	Sonnleitner – No	

Director Saltzman made a motion to elect Tiffani Penson as the 2021-2022 Vice Chair for the Board of Directors. Saltzman/Cremona Wagner

Alyajouri - Yes	Penson – Yes	Wilson – Yes
Bussell – Yes	Saltzman – Yes	
Cremona Wagner – Yes	Sonnleitner – No	

President Mitsui swore in the newly elected Chair and Vice Chair.

APPROVAL OF THE AGENDA

The July 15, 2021 agenda was approved as published. Penson/Cremona Wagner

Alyajouri - Yes	Penson – Yes	Wilson – Yes
Bussell – Yes	Saltzman – absent	
Cremona Wagner – Yes	Sonnleitner – Yes	

APPROVAL OF THE MINUTES

The May 20, 2021 minutes were approved as published. Sonnleitner/Penson
Alyajouri - Yes Penson – Yes Wilson – Yes
Bussell – Yes Saltzman – absent
Cremona Wagner – Yes Sonnleitner – Yes

The June 17, 2021 minutes were approved as published. Sonnleitner/Penson
Alyajouri - Yes Penson – Yes Wilson – Yes
Bussell – Yes Saltzman – absent
Cremona Wagner – Yes Sonnleitner – Yes

INFORMATION SESSIONS

President’s Updates – Mark Mitsui

Thanks to PCC employees that have been working with the Multnomah County Health Authority to operate the COVID Vaccine Clinic at the Cascade Campus in NE Portland. The MCHA specifically requested this location in order to improve outreach to marginalized communities.

Also, a thank you to our partners at the Washington County Health Authority for arranging for the vaccine clinic at our Willow Creek Center.

We are also exploring potential partnerships with OHSU to bring vaccinations to BIPOC and immigrant communities. We have discussed ways we can partner, such as possibly bringing bilingual doctors into certain classes to provide vaccination education and identifying financial incentives for vaccination. Angela McMahon connected the OHSU contact with two CRM's to discuss scheduling vaccination clinics on our properties.

More work is underway by health authorities to reach BIPOC communities. The latest Tableau data though does show a 21% disparity for the African American population and a 20% disparity for the Latinx community in Multnomah County.

I had the opportunity to present information on PCC and Oregon’s Community Colleges to US Secretary of Education Miguel Cardona and Congresswoman Bonamici this past Tuesday at Southridge High School in Beaverton. Student leader Brea Nazareno did an excellent job of presenting her experience to the Secretary and Representative Bonamici. We also discussed President Biden’s America’s College Promise.

Welcome to our new PCC Foundation Board Members: Rowena Paz Norman, Jennifer Peet, Brandon Ross, and Ernest Stephens.

Thanks to the caring capacity and culture at PCC, and recent systemic changes, PCC experienced our highest graduation rates in history for the graduating classes of 2018, 2019, and 2020. I want to thank the entire college community for working hard and innovating in order to improve the experience for students.

Compliance Update – Alex Baldino

The board was updated on critical partnerships within the College, the culture and climate change around civil rights and equity matters, as well as the Outreach and Advocacy Project.

Legislative End of Session Update – Emma Kallaway

The board received a 62-page end of session report and was updated on federal and state legislation.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS SESSION

Chair Alyajouri proposed approval of Resolutions 22-001 through 22-006 and 22-008 through 22-011. Sonnleitner/Wilson

Alyajouri - Yes	Penson – Yes	Wilson – Yes
Bussell – Yes	Saltzman – Yes	
Cremona Wagner – Yes	Sonnleitner – Yes	

PUBLIC COMMENT ON NON AGENDA ITEMS

Teri Mills.....COVID-19 Vaccinations for students, staff, and faculty
Prudence F Roberts.....Equity
Lisa Reynolds.....PCC Board’s decisions to not require vaccines for students in the fall
Davina Ramirez.....Need for shared governance at PCC

REPORTS

PCC Federation of Faculty and Academic Professionals: Frank Goulard, President
We did not have a Higher Education Coordinating Commission (HECC) meeting the month of July, but we will in early August. Attention will be given to community colleges. We’ve had a lot of universities over the last six months with tuition being put under the microscope. One of the HECC duties is to monitor tuition increases at the universities, as well as the university rubric for FTE, which is not the case at community colleges. We will look at the rubric or criteria for the share of the Community College Support Fund and have a healthy discussion. I see for the next couple of HECC sessions attention to be paid to community colleges. I don’t foresee any draconian changes happening, but one never knows and that’s why I’m there.

PCC Federation of Classified Employees (AFT Local 3922): Jeff Grider, President
We have been working on negotiating our contract reopener. We are meeting again tomorrow. I’m hopeful that we can get that done before the end of the summer because I’d like to enjoy some vacation time where I don’t have meetings during the day. AFT has been very active on the subject of vaccinations. We as a union haven’t taken a position, but I assure you that our goal is to encourage people to get vaccinated because it does save lives. Whether or not the decision of the College changes, we are happy to partner with vaccine clinics or availability and we do have some upcoming grant funding coming in from AFT to make that happen.

District Student Council (DSC) – Mohasin Biswas Manab

It's a pleasure to be amongst people that care so deeply about education. This is my first meeting and I don't have much to update you on. I am currently in the process of meeting with key members of PCC and it has been very enjoyable and helpful. There are some ongoing projects PCC has, such as the strategic plan implementation, the campus projects, and the reorganization of the student council. It's a crucial time for PCC and we need to be together and sternly committed to PCC's core values. I'm looking forward to working together with the board, and hopefully giving an insight to the student and being an embodiment of PCC students as a whole.

Board Members:

Director Sonnleitner: I hope that those that are watching may agree that you have a board that is capable of disagreeing with one another respectfully. That is a cultural norm that we all must value these days. With relation to the COVID issue, I might mention briefly that I remain active on the Oregon Community College Association (OCCA) Diversity, Equity, and Inclusion committee meeting board and we have discussed this at length. The participating community colleges at OCCA are struggling with how to open, mandating masks, requiring vaccinations, and my impression was clear that the boards at those other schools were actively involved in that discussion with their Presidents. It is to everyone's advantage to have the board well-informed and involved in something that is controversial. I remain personally supportive of the President's current declaration without a mandated vaccine. Yesterday was international Gender Nonbinary Day, as many of you know I do consider myself as nonbinary. It's one of the reasons I enjoy listening to all views because there is no binary. Happy International Gender Nonbinary Day.

Chair Alyajouri: I look forward to sharing with our new board members liaison positions that we will discuss in the next meeting. The political heat that we will be getting is across the board. Being in healthcare I am getting a lot of heat, because we are seeing what is happening on the ground. Many people will be surprised to learn that we did not require vaccines within the healthcare community. I did share this with President Mitsui, and the stipulation is that we will do our best to educate, inform creative vaccination opportunities, still mandate distancing and masking, continue with staggered reopening and all of this matters, not so much just the vaccine. I'm open for discussion and I appreciate other points of view.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:54 pm.

Mohamed Alyajouri, Chair

Mark Mitsui, President

Prepared by:

Jeannie Moton, Executive Coordinator

Minutes approved on August 19, 2021.

Alyajouri – No
Bussell – No
Cremona Wagner - Yes

Penson – Yes
Sonnleitner – Yes
Saltzman – Yes

Wilson – No

ADJOURNMENT

There being no further business, the meeting adjourned at 8:06 pm.

Mohamed Alyajouri, Chair

Mark Mitsui, President

Prepared by:

Jeannie Moton, Executive Coordinator

Minutes approved on August 19, 2021.

August 19, 2021

22-012

APPROVAL OF PERSONNEL ACTIONS

PREPARED BY: The Human Resources Department Staff

APPROVED BY: Mark Mitsui, President

STRATEGIC THEMES: This report fits within all themes of the Strategic Plan:

- Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student
- Delivery: Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem
- Workforce: Respond to community and workforce needs by developing a culture of agility
- Enterprise: Cultivate a long-term sustainable college enterprise

REPORT: Approval of Personnel Actions

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

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

1. Academic Professional Appointment (Temporary)– Justin Rigamonti
Program Coordinator – Carolyn Moore Writing Residency Program (0.5 FTE)
Academic Affairs

Annual Salary: \$55,875 @ .5FTE Grade: 4 Step: 3
Effective: July 1, 2021 to June 30, 2022
Applicant Flow: Article 3.64 Recruitment

2. Academic Professional Appointment (NonGeneral Fund)– Tuonglinh Sabo
Yes to College Success Coach (Student Resource Specialist)
Student Affairs

Annual Salary: \$52,465 Grade: 3 Step: 3
Effective: July 21, 2021
Applicant Flow:

Gender		Ethnicity	
66	Female	2	American Indian or Alaska Native
36	Male	3	Asian
8	Not Disclosed	7	Black or African American
		13	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		16	Not Disclosed
		12	Two or More Selections
		57	White
		110	Total

3. Academic Professional Appointment– Martha Walters

Clery Act Compliance Specialist
Finance and Administration

Annual Salary: \$59,504
Effective: August 9, 2021

Grade: 5

Step: 3

Applicant Flow:

Gender		Ethnicity	
15	Female	0	American Indian or Alaska Native
7	Male	0	Asian
4	Not Disclosed	2	Black or African American
		3	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		4	Not Disclosed
		3	Two or More Selections
		14	White
		<hr/>	
		26	Total

4. Administrative Appointment (Temporary)– Naomi Butler

Facilities Support Services Manager

Finance and Administration

Annual Salary: \$97,400
Effective: July 26, 2021 to June 30, 2022

Grade: L

Applicant Flow:

Gender		Ethnicity	
4	Female	0	American Indian or Alaska Native
7	Male	1	Asian
1	Not Disclosed	1	Black or African American
		1	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		1	Not Disclosed
		1	Two or More Selections
		7	White
		<hr/>	
		12	Total

5. Administrative Appointment (Temporary)– Joanna Frazier

Financial Services Manager I

Finance and Administration

Annual Salary: \$81,500
Effective: June 11, 2021 to March 31, 2022

Grade: J

Applicant Flow: Direct Appointment

6. Administrative Appointment– Sunnie Ochoa

Financial Services Manager II

Finance and Administration

Annual Salary: \$72,137
Effective: July 29, 2021

Grade: K

Applicant Flow:

Gender		Ethnicity	
1	Female	0	American Indian or Alaska Native

Applicant Flow:		Ethnicity	
Gender			
23	Female	0	American Indian or Alaska Native
6	Male	2	Asian
2	Not Disclosed	5	Black or African American
		1	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		2	Not Disclosed
		1	Two or More Selections
		20	White
		31	Total

10 Faculty Appointment– Catherine Schweitzer

Instructor, Dental Hygiene

Academic Affairs

Annual Salary: \$61,137

Step: 3

Effective: August 21, 2021

Applicant Flow:

Gender		Ethnicity	
10	Female	0	American Indian or Alaska Native
0	Male	0	Asian
0	Not Disclosed	0	Black or African American
		0	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		1	Not Disclosed
		0	Two or More Selections
		9	White
		10	Total

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN THE AUGUST 19, 2021 PERSONNEL REPORT**

Female	8	American Indian/Alaskan Native	0
Male	2	Asian	3
Not Disclosed	0	Black or African American	1
	10	Hispanic/Latino	0
		Native Hawaiian/Pacific Islander	0
		Not Disclosed	1
		Two or More Selections	1
		White	4
			10

August 19, 2021

22-013

CONTINUOUS APPOINTMENT: ADMINISTRATION

PREPARED BY: Lena Murphy, Executive Assistant, Human Resources

APPROVED BY: Lisa Bledsoe, Associate Vice President, Human Resources
Sylvia Kelley, Executive Vice President
Mark Mitsui, President

REPORT: The President RECOMMENDS that the following Administrators, having fulfilled the required probationary period, be granted continuous appointment, effective July 1, 2021:

STRATEGIC THEMES: Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student

RECOMMENDATION:

<u>Continuous Appointments</u>	<u>Job Title</u>
Dawn Geoppinger	Manager/Contract & Grants
Lori Conover	Manager/Occupational Skills Training
Carlo DeMarco	Manager/Central Distribution Services
Rachael Davies	Manager/Facilities Project
Steve Frasier	Manager/Custodial
Michael Mathews	Manager/Procurement & Contract Services

August 19, 2021

22-014

CONTINUOUS APPOINTMENT: FACULTY AND ACADEMIC PROFESSIONALS

PREPARED BY: Lena Murphy, Executive Assistant, Human Resources

APPROVED BY: Lisa Bledsoe, Associate Vice President, Human Resources
Sylvia Kelley, Executive Vice President
Mark Mitsui, President

STRATEGIC THEME: Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student

RECOMMENDATION: The President RECOMMENDS that the following Faculty and Academic Professionals, having fulfilled the required probationary period, be granted continuous appointment, effective September 1, 2021:

<u>Continuous Appointments</u>	<u>Job Title</u>
Talina Villao	Employment Spec.
Ricci Elizabeth	Employment Spec.-College Success & Career Coach
Cam-Lien Tran	Accountant II
Angie Rodriguez	Accountant I
Heather Monaghan	Specialist/Budget
Javelin Hardy	Counselor

August 19, 2021

22-015

COMMENDATION OF RETIRING EMPLOYEE –
RICHARD BIRK (11 YEARS)

PREPARED BY: Michelle Lee, HRIS Specialist, Human Resources

APPROVED BY: Jennifer de Laix, Director, Human Resources
Mark Mitsui, President

STRATEGIC THEME: Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student.

REPORT: Richard Birk has performed faithfully in his duties as a Business Administration Instructor for Portland Community College since September 20, 2010. He retires effective August 31, 2021.

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

August 19, 2021

22-016

COMMENDATION OF RETIRING EMPLOYEE –
DANIEL DOUGHERTY (27 YEARS)

PREPARED BY: Michelle Lee, HRIS Specialist, Human Resources

APPROVED BY: Jennifer de Laix, Director, Human Resources
Mark Mitsui, President

STRATEGIC THEME: Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student.

REPORT: Daniel Dougherty has performed faithfully in his duties as Computer Information System Instructor, for Portland Community College since July 1, 1994. He retires effective August 31, 2021.

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

August 19, 2021

22-017

COMMENDATION OF RETIRING EMPLOYEE –
EILEEN ENGLAND (25 YEARS)

PREPARED BY: Michelle Lee, HRIS Specialist, Human Resources

APPROVED BY: Jennifer de Laix, Director, Human Resources
Mark Mitsui, President

STRATEGIC THEME: Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student.

REPORT: Eileen England has performed faithfully in her duties as OSS 4, Sr. Accounting Clerk, Accountant I, Accountant II, and Accountant III, for Portland Community College since April 22, 1996. She retires effective June 30, 2021.

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

August 19, 2021

22-018

CONTRACT INCREASE FOR PANTHERHUB AN ONLINE PORTAL FOR STUDENTS

PREPARED BY: Michael Mathews, College Purchasing Manager,
Procurement and Contract Services

FINANCIAL
RESPONSIBILITY: Joshua Peters-McBride, Dean, Student Life and
Engagement

APPROVED BY: Eric Blumenthal, Vice President, Finance and Administration
Mark Mitsui, President

STRATEGIC THEME: Belonging: Transform our learning culture toward creating a
sense of belonging and well-being for every student

REPORT: Portland Community College has identified the need for an
online portal, PantherHub, to connect students to resources,
clubs, and organizations.

The Student Life and Leadership Program utilizes the Engage Platform, PantherHub, to manage club registration and renewal processes, streamline event approval processes, enhance student engagement, advertise resources, data tracking for assessments, manage Student Life job applications and promote hiring, connect students to clubs, events, and activities. This remote platform has become essential to the Student Life and Leadership Program as support for students has transitioned to virtual student engagement due to the COVID-19 Pandemic.

Year 1-3: \$119,451.00

Year 4: \$43,264.00

This purchase supports the Strategic Plan by enabling the College to create a sense of belonging in our learning environment as a college priority, and as a key factor in equitable student success.

No firms are registered with the Oregon COBID office to support this contract.

RECOMMENDATION: That the Board of Directors authorizes PCC to increase the Contract with Anthology, Inc. of N.Y. by \$43,264.00 for a new cumulative total of \$162,715.00.

August 19, 2021

22-019

AMEND CONTRACT FOR TRANSCRIPTION &
CAPTIONING SERVICES TO 3PLAY

PREPARED BY: Michael Mathews, College Purchasing Manager,
Procurement and Contract Services

FINANCIAL
RESPONSIBILITY: Kaela Parks, Director, Disability Services

APPROVED BY: Heather Lang, Vice President, Student Affairs
Mark Mitsui, President

STRATEGIC THEME: This purchase supports the Strategic Plan theme, Belonging: Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem by enabling the College to create a teaching, learning, and technology innovation hub centered around equity and driven by assessment of student learning outcomes, the unique needs of learners, and our workforce needs.

REPORT: Portland Community College has identified the need for increased transcription & captioning services as classes continue remotely due to COVID-19.

The College has expanded the use of the existing contract with 3Play for these critical services to its students and staff. The current contract is due to expire on March 31, 2022, and the not to exceed total is \$128,604.00.

The College would like to amend the existing contract to \$199,000 to allow for the continuation of services through the contract end date in March of 2022. A formal solicitation process is planned this fiscal year.

No firms are registered with the Oregon COBID office to support this contract.

RECOMMENDATION: That the Board of Directors authorizes the contract increase to \$199,000.

August 19, 2021

22-020

CONTRACT APPROVAL FOR THE BANNER ERP SYSTEM TO ELLUCIAN

PREPARED BY: Michael Mathews, College Purchasing Manager,
Procurement and Contract Services

FINANCIAL RESPONSIBILITY: Michael Northover, CIO, Information Technology

APPROVED BY: Mark Mitsui, President

STRATEGIC THEMES: Workforce: Respond to community and workforce needs by developing a culture of agility by creating a data-informed continuous improvement ecosystem to establish agile decision-making.

REPORT: Banner is the Enterprise Resource Planning (ERP) application that integrates the data and processes of Portland Community College's administrative functions. The ERP encompasses Human Resources, Finance, Student Enrollment, and Financial Aid systems. The Banner ERP system is critical to the day-to-day operation of the College.

The College's existing contract with Ellucian for Banner ERP System licenses and support will expire on October 1, 2021.

The Community College Rules of Procurement CCR.212 allow for the purchase of proprietary software without additional competition. Ellucian is the sole provider of the Banner ERP platform.

The term of the contract will be for 3 years, commencing October 1, 2021.

Year 1 \$760,183; Year 2 \$799,300; Year 3 \$840,440

No firms are registered with the Oregon COBID office to support this contract.

RECOMMENDATION: That the Board of Directors authorizes the College to enter into a contract with Ellucian. For the sum over 3 years of \$2,399,923.00 from the General Fund.

August 19, 2021

22-021

CONTRACT APPROVAL FOR IT WIRELESS ACCESS
POINTS TO DASHER TECHNOLOGIES

PREPARED BY: John MacLean, Finance and Procurement Manager,
Planning and Capital Construction

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Planning and Capital Construction
Michael Northover, Chief Information Officer

APPROVED BY: Sylvia Kelley, Executive Vice President
Mark Mitsui, President

STRATEGIC THEME: Delivery: Redefine time, place, and systems of
educational delivery to create a more learner-centric
ecosystem

REPORT: The 2017 Bond includes an initiative for Information
Technology (IT) upgrades. One of the projects identified
during Facilities Planning Phase I was to upgrade
wireless access points throughout the college. Given the
advancements in wireless technologies over the last
decade, upgrading our wireless services will allow for
improved wireless access for students, faculty and
staff. IT will also be adding new access points throughout
the college for expanded wireless services.

At the August 2020 meeting the Board approved BA 21-
028 to award the contract to PNW Security, LLC through
a cooperative contract issued by the Organization for
Educational Technology & Curriculum (OETC).

The procurement was being carried out in phases and
the first phase has been completed. At this point it has
been determined that it is in the Colleges best interest to
terminate the agreement with PNW Security, LLC.

The remaining purchases will be made from Dasher
Technologies using a cooperative contract through the
National Cooperative Purchasing Alliance (NCPA). This
contract is valid through July 31, 2022.

Dasher Technologies has provided a quote to complete

the procurement for \$482,466. P&CC and IT staff have reviewed the proposal and recommend acceptance.

In this instance, a COBID certified firm does not hold a contract for the technology goods and related services being procured

RECOMMENDATION: That the Board of Directors authorize PCC to award the contract for Wireless Access Points to Dasher Technologies for \$530,713 including 10% contingency. Funding for the equipment purchase and included maintenance is from the 2017 Bond Program. IT General Fund will be used for maintenance costs after the included period.

August 19, 2021

22-022

APPROVE CONTRACT INCREASE FOR GEOTECHNICAL SERVICES FOR THE SYLVANIA CAMPUS HT BUILDING AND RELATED PROJECTS

PREPARED BY: John MacLean, Finance and Procurement Manager,
Planning and Capital Construction

FINANCIAL RESPONSIBILITY: Linda Degman, Director, Planning and Capital Construction

APPROVED BY: Sylvia Kelley, Executive Vice President
Mark Mitsui, President

STRATEGIC THEME: ENTERPRISE: This project supports the Strategic Plan by enabling the College to cultivate a long-term sustainable college enterprise and reduce the College's impact on the environment.

REPORT: As part of the 2017 Bond Program the College is underway with a renovation of the HT Building on the Sylvania Campus. The scope of work includes a complete modernization and renovation of the HT Building, renovation and adaptation of swing spaces, a comprehensive site improvement, safety and security, maintenance, and information technology upgrades.

In September 2019 the College identified a need for Geotechnical services for this project. College procurement rules allow the direct award of Architectural/Engineering and Related Services contracts with an expected value of up to \$100,000. At the time of award the cost of these services was not expected to exceed \$100,000, therefore the contract was awarded to Central Geotechnical Services.

Since that award the need for these services has grown and at its May 20, 2021 meeting the Board approved BA 21-166 to increase the contract value to \$200,000. Considering future contract amendments, the College now expects this contract to reach \$350,000. College procurement rules allow

for this type of contract to cross procurement thresholds without the need to rebid.

Authorization is requested to enter in contract amendments with Central Geotechnical Services up to a maximum of \$350,000.

Central Geotechnical Services are registered as both an Emerging Small Business and a Service-Disabled Veterans Business Enterprise with the Oregon Certification Office for Business Inclusion and Diversity.

RECOMMENDATION: That the Board of Directors authorize PCC to approve and execute amendments to the contract with Central Geotechnical Services up to \$350,000. Funding will be from 2017 Bond funds.

August 19, 2021

22-023

CONTRACT APPROVAL FOR HAZARDOUS MATERIALS
ABATEMENT FOR THE SYLVANIA CAMPUS HT
BUILDING TO NETCOMPLIANCE ENVIRONMENTAL
SERVICES, LLC

PREPARED BY: John MacLean, Finance and Procurement Manager,
Planning and Capital Construction

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Planning and Capital Construction

APPROVED BY: Sylvia Kelley, Executive Vice President
Mark Mitsui, President

STRATEGIC THEME: ENTERPRISE: This project supports the Strategic Plan by enabling the College to cultivate a long-term sustainable college enterprise and reduce the College's impact on the environment.

REPORT: As part of the 2017 Bond Program the College is underway with a renovation of the HT Building on the Sylvania Campus. The scope of work includes a complete modernization and renovation of the HT Building, renovation and adaptation of swing spaces, a comprehensive site improvement, safety and security, maintenance, and information technology upgrades.

The College has identified a need for hazardous materials abatement services for this project. In June 2021 the College issued an RFP to select multiple vendors to enter into a price agreement for provision of these services. Board approval is required when a task order under this contract will exceed \$150,000.

The College requested NetCompliance Environmental Services (NEC), one the firms selected, to provide a proposal for abatement services in the HT Building.

The proposal is for \$203,779 and P&CC staff have reviewed and recommend acceptance.

NEC is registered as both a Minority Business Enterprise and a Disadvantaged Business Enterprise with the Oregon Certification Office for Business Inclusion and Diversity. In addition they are a federally certified HUBZone company.

RECOMMENDATION: That the Board of Directors authorize PCC to approve and execute a contract with NetCompliance Environmental Services up to \$224,157 including a 10% contingency. Funding will be from 2017 Bond funds.

August 19, 2021

22-024

APPROVE INCREASE IN GUARANTEED MAXIMUM
PRICE TO ROBERT EVANS CONSTRUCTION
COMPANY FOR THE ROCK CREEK CAMPUS DEALER
SERVICES TECHNOLOGY BUILDING

PREPARED BY: John MacLean, Finance and Procurement Manager,
Planning and Capital Construction

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Planning and Capital
Construction

APPROVED BY: Sylvia Kelley, Executive Vice President
Mark Mitsui, President

STRATEGIC THEME: ENTERPRISE: This project supports the Strategic Plan
by enabling the College to cultivate a long-term
sustainable college enterprise and reduce the College's
impact on the environment.

REPORT: On January 17, 2019, through BA 19-066 the Board
approved awarding a contract for Progressive Design
Build Services for the Dealer Services Technology
Building to the Robert Evans Company for a not to
exceed amount of \$89,468. This fee covered pre-
construction services on the project.

On July 16, 2020, through BA 21-007, the Board
approved entering into an Early Work Amendment with
the Robert Evans Company for \$480,220 to allow
materials to be ordered for the project.

On October 15, 2020, through BA 21-054, the Board
approved entering into a Guaranteed Maximum Price
(GMP) of up to \$6,754,945 with the Robert Evans
Company.

On May 20, 2020, through BA 21-165, the Board
approved increasing the GMP to \$7,332,119 to provide
equipment to support further potential building on the
West side of campus.

A further increase is now requested to support the

installation of a Solar PV Array on the building, per the State of Oregon 1.5% Green Energy requirement. This was previously planned to be installed by PCC directly but will now be installed by Robert Evans. In addition, there are several design changes that need to be incorporated in the GMP. Including contingency, the GMP will be increased by \$224,474 to a new total of \$7,556,593

RECOMMENDATION: That the Board of Directors approve the amended Guaranteed Maximum Price presented by the Robert Evans Company to \$7,556,593. Funding is from the 2017 Bond Program and the General Fund.

August 19, 2021

22-025

AUTHORIZATION TO REFUND STUDENT
TRANSPORTATION FEE FOR FALL TERM 2021

PREPARED BY: Michelle Brown, Bursar/Treasury Manager, Finance

FINANCIAL
RESPONSIBILITY: Dina Farrell, Associate Vice President, Finance

APPROVED BY: Eric Blumenthal, Vice President, Finance and Administration
Mark Mitsui, President

STRATEGIC THEME: Enterprise: Cultivate a long-term sustainable college
enterprise

REPORT: Consistent with the Strategic Focus to cultivate a long-term
sustainable college enterprise, this Board Resolution relates
to removing and refunding the Student Transportation Fee
for the Fall 2021 term because no TriMet student select
transit passes have been, or will be, sold to students during
the Fall 2021 academic term. The change is due to PCC
moving to remote operations during the COVID-19
pandemic.

The Student Transportation Fee is a mandatory fee charged
to all students at \$8.00 per student per term. The fee covers
the subsidized portion of TriMet student select transit passes
sold to students. No transit passes will be issued during the
Fall 2021 term. Since TriMet student select passes have not
been purchased for the Fall 2021 term there is little to no
substantial lost revenue due to refunding the fee in the Fall
2021 term.

The Student Transportation Fee along with other student
fees were reviewed by the President's Cabinet for possible
adjustment due to the move to remote operations and
changes in services to students. The Cabinet endorsed the
adjustments to the Student Transportation Fee.

RECOMMENDATION: That the Board of Directors authorize the removal and
refunding of the Student Transportation Fee for Fall term
2021.

August 19, 2021

22-026

BP 2361 INFORMATION REQUEST (SECOND READING)

PREPARED BY: Jeannie Moton, Executive Coordinator, Office of the President

APPROVED BY: Mark Mitsui, President

REPORT: With adoption of resolution 19-069 on January 17, 2019 the board approved a policy framework provided by OCCA. The board appointed two board members to a work group to begin updating PCC Board Policy.

Policy work of the board addresses strategic theme Enterprise, cultivating a long-term sustainable college enterprise

After review, the work group is proposing adoption of the following:

BP 2361 INFORMATION REQUEST

As fiduciaries of PCC, each board member has a responsibility for oversight to ensure effective operation of the college by the President. Each board member has the right to submit questions or information requests of the President through the board chair or vice-chair.

The chair or vice-chair shall decide if the information request or question(s) will be submitted to the President for response.

The following guidelines will be considered by the chair or vice-chair in making their decision:

- 1) The question or information request is germane to the board's role and responsibilities with respect to operations of the college.
- 2) The question or information request is not frivolous; designed to embarrass; or rhetorical in nature.
- 3) Responding to the question or information request is not unduly burdensome to college staff.
- 4) The question or information request does not seek personal or confidential information.

Individual board members do not have the authority to direct

college staff to take action. Information provided to any board member shall be available to all board members.

RECOMMENDATION: That the board approve BP 2361 for a second reading.

August 19, 2021

22-027

APPOINTMENT OF DELEGATES TO ATTEND THE ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (ACCT) 2021 COMMUNITY COLLEGE ANNUAL LEADERSHIP CONGRESS IN SAN DIEGO, CA FROM OCTOBER 13-16, 2021

PREPARED BY: Jeannie Moton, Executive Coordinator, Office of the President

APPROVED BY: Mark Mitsui, President

STRATEGIC THEME: Enterprise: Cultivate a long-term sustainable college enterprise
Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student

REPORT: In accordance with Board Policy B 210, the Board of Directors recognizes the benefits derived by the College through membership in various educational organizations and from attendance of directors at state and national meetings which deal with community college issues. The Chair and Vice Chair have considered a slate of delegates to attend the ACCT Leadership Congress in San Diego, CA, from October 13-16, 2021.

RECOMMENDATION: That the Board of Directors appoint Mohamed Alyajouri, and Kristi Wilson to represent the College at the ACCT Leadership Congress.

August 19, 2021

22-028

APPOINTMENT OF BOARD ROLES

PREPARED BY: Jeannie Moton, Executive Coordinator, Board of Directors

APPROVED BY: Mark Mitsui, President

REPORT: Each year board members are asked to serve in various roles based on work internally and externally around the college community. Chair Aylajouri seeks approval for the following appointments:

- Secretary: Laurie Cremona Wagner
- Policy Work Group: Serin Bussell and Michael Sonnleitner
- PCC Foundation Representative: Kristi Wilson; Alternate: Laurie Cremona Wagner
- OCCA Representative: Michael Sonnleitner
- Bond Planning: Mohamed Alyajouri and Laurie Cremona Wagner
- Presidential Search: Tiffani Penson and Dan Saltzman

RECOMMENDATION: The Board approve the appointments as recommended by Chair Aylajouri for the FY 2021-2022.

August 19, 2021

22-029

PCC COVID VACCINE MANDATE

PREPARED BY: Cabinet Leadership
Mark Mitsui, President

APPROVED BY: Mark Mitsui, President

REPORT: This resolution is in response to the PCC Board of Directors vote to develop a vaccine mandate proposal for consideration.

This proposed policy approaches a COVID vaccine mandate as part of a holistic response to COVID prevention. Governor Brown and the Oregon Health Authority have adopted rule 333-019-1025 mandating universal mask use in public indoor settings throughout the State of Oregon with an indeterminate timeline. In addition, Oregon OSHA has adopted rules that include other protective provisions such as infection control, cleaning, notification of exposure, and ventilation. PCC has adopted these rules institutionally and are actively enforcing them. Key assumptions:

- It is not known at this time which approach (voluntary or mandatory) will yield the highest vaccination rates (e.g., voluntary program with education versus mandatory program with education and exemptions). For the purposes of this proposal, the assumption is made that a mandate will increase the vaccination rates above the rate of a voluntary program.
- In other words: (Vaccine mandate + education/outreach - exemptions) is greater than (Voluntary vaccination + education/outreach)
- The current estimated student vaccination rate for fall quarter 2021 is approximately 84%, based upon student survey data. There are racial disparities in these vaccination rates.
- The rate of students reporting being “unsure” or “unlikely” to be vaccinated is approximately 16% from the same survey data. There are racial disparities in the rates of students reporting as “unsure/unlikely” to be vaccinated.

- Per the PCC Board of Directors Equity Statement, the board will also require a racial justice analysis of this policy decision.
- The PCC Board authorizes the vaccine mandate policy and delegates the authority to implement the policy to the PCC President and staff.
- Health and safety protocols that promote prevention and mitigation of disease will continue and will include, but not be limited to, universal mask use, physical distancing, frequent hand washing, cleaning, sanitizing, air handling, and ventilation along with symptom self-checks when coming to campus.

Vaccine Mandate Policy Proposal

1. The mandate will apply to PCC employees and students. The definition of students will include students enrolled in either credit or non-credit courses, including students enrolled in community education.
2. The mandate will apply to students attending in-person courses (whether or not those courses are held on PCC property or another physical location) and students, including students enrolled in remote, on-line, and hybrid classes, coming to campus for in-person support services or to participate in activities.
3. The mandate will apply to employees who teach or provide services at any college property, subject to bargaining with the Federations.
4. College property includes any property owned, leased, or used by the college for providing instruction or college services.
5. In order to establish the infrastructure, procedures and capacity building to effectively implement this policy at scale, and address any demands to bargain (i.e. the 90 day “bargaining window”) over this mandate by the Federations, this mandate will take effect Winter Quarter of 2022, beginning January 10, 2022.
6. Culturally specific outreach and education efforts and vaccine clinics conducted at PCC sites will continue.
7. Additional surveys, with a representative selection of sample populations, will be conducted to estimate changes in vaccination rates.

8. Upon implementation, in order to perform an equity analysis of this policy decision, disaggregated data on vaccination rates and disenrollment of students due to lack of vaccination will be assessed and reported to the board. A similar equity analysis will be conducted for employees.
9. PCC will provide to students and employees medical and nonmedical exemptions to vaccination as required by law.

Board of Directors Goals 2019-2020

Diversity, Equity and Inclusion

Strategic Goal: Ensure that the Board of Directors and the President both advance Diversity, Equity and Inclusion in measurable and strategic ways.

- PCC increases the recruitment, hiring and retention of employees of color.
- PCC increases the awarding of contracts to MWESB companies.
- The PCC Board of Directors will establish and implement a way of including DE & I into the policy making process and other key board functions.

Equitable Student Success

Strategic Goal: The board holds itself and the college president accountable for improving equitable student success.

- PCC improves access, retention, and completion rates for all students and reduces and then eliminates disparities in these rates for low-income students and students of color.
- Board members utilize personal and professional networks to establish new strategic partnerships that bring new resources to the goal of improving outcomes for students (e.g., resources that address student housing and food insecurity, the PCC Campaign for Opportunity, etc.)

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Mission Fulfillment

Strategic Goal: Through the development of policy, a strong relationship with the college president and effective public advocacy, ensure that Portland Community College is well positioned to meet the current and future needs of the communities it serves:

- Engage, at the board level, in the PCC Strategic Planning Process and prepare for the board role in the next accreditation visit.
- Continue to engage in coordinated, strategic advocacy with city, county, regional, state and federal governments.
- Continue strategic oversight of critical college performance through the Audit Committee, dashboard review, budget presentations, evaluation of the president, etc.
- Evaluate the PCC President relative to his work plan.

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The PCC Board of Directors met for a retreat on July 26, 2019. From that meeting a working agreement was established. This is that agreement:

- Treat each other with respect
- Plan agenda thoughtfully
- Listen with an empathic mind and heart
- Be prepared
- Be honest, act with integrity
- Create a positive working environment
- Call in/Call out
- Be aware of impact as well as intent
- Conduct effective meetings
- Stay true to board goals
- Stay engaged
- Reference Legacy Goals in meetings

The College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under anti-discrimination laws. In addition, the College complies with applicable provisions of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), Uniformed Services Employment and Reemployment Rights Act ("USERRA"), and all local and state civil rights laws. Under this policy, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of this policy and other College efforts designed for that purpose.