



PORTLAND COMMUNITY COLLEGE BOARD OF DIRECTORS

# Business Meeting



October 17, 2024



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) 722-7268 or by email at [boardmember@pcc.edu](mailto:boardmember@pcc.edu), please use ACCESSIBILITY in the subject line.

# Board of Directors Goals 2024- 2025

## Belonging

Strategic goal: Ensure that the Board of Directors and the President advance diversity, equity, and inclusion in measurable and strategic ways.

- Monitor the recruitment, hiring, and retention of employees of color by receiving and reviewing trend reports on a quarterly basis.
- Monitor the awarding of contracts to D/M/W/ESB/SDV companies.
- Integrate people and culture centered strategies into its policymaking processes and all board functions.
- Support the college to work towards being a designated Hispanic Serving Institution.

## Enterprise

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.

- Support the ongoing success of the President in leading the college to ensure Operational Excellence, Academic Excellence, and Fiscal Sustainability.
- Provide holistic support to the President including mental health and wellbeing.
- Engage in strategic advocacy with city, county, regional, state, federal and tribal governments.
- Engage in Board development by participating in evaluations, professional development, board structure and training.
- Attend all board retreats, board meetings and participate in one conference, as available, per year.

## Delivery

Strategic goal: The Board of Directors and the President holds itself accountable for improving equitable student success.

- Monitor semiannual performance on access, enrollment, retention, and completion rates for all students, and work with the President and Administration to reduce and eliminate disparities in these rates for low-income students and students of color.
- Utilize personal and professional networks to establish new strategic partnerships that bring new resources to the goal of improving outcomes for students, faculty and staff.

## Workforce

Strategic goal: Advocate for workforce development.

- Advocate for and support private, local, state and federal policy and investments in community colleges to promote holistic workforce development strategies.
- Communicate the benefits of bond measures to community members, partners and stakeholders as it pertains to workforce development and equitable student success.

### The PCC Board of Directors Working Agreement:

- Treat each other with respect
- Plan agenda thoughtfully/Conduct effective meetings
- Listen with an empathetic 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
- Stay true to board goals
- Stay engaged
- Enable/empower all voices

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

October 17, 2024

[Sylvania Campus](#)

12000 SW 49<sup>th</sup> Avenue, Portland, OR 97219, CC Building, Rooms 233 A/B

Streaming Link: <https://portlandcc.zoom.us/j/93653980112>

Or Telephone: +1 669 900 6833 OR +1 719 359 4580 US

Webinar ID: 936 5398 0112

**AGENDA**

5:00 PM **BOARD DINNER** (*invite only*)

5:30 PM **WORK SESSION** **OAK/ELM ROOMS**

- Board Meeting Order of Agenda (2nd Reading)
- [Board Member Appointment Process](#)
- Board Member Topic Submission Process
- Executive Session and [Code of Ethics Review](#)

6:45 PM **BUSINESS SESSION**

**Call to Order**

- Land Acknowledgment
- Approval of Agenda — October 17, 2024
- Approval of Minutes — September 19, 2024

7:00 PM **PRESIDENT'S UPDATES**

- President's Reports
  - 1TT1 Recognition
- College Updates
  - [Quarterly Budget Update](#)
  - [Personnel Action Report \(PAR\)](#)

7:45 PM **INFORMATION SESSIONS**

ENTERPRISE: Cultivate a long-term sustainable college enterprise

[Future Ready Oregon Recap](#) – Sage Learn, Vanessa Woods

8:00 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. Deadline for signups: Wednesday, October 16 at 5:00 pm.

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8:15 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 act on the item in question.)

BOARD

25-020	Approve Guaranteed Maximum Price to Fortis Construction for Sylvania Health Technologies West Renovation .....	025
25-021	Contract Approval for District-Wide Student-Facing Computer Replacements Phase 3 to Dell Technologies.....	027
25-022	Contract Approval for District-Wide Telephone System Replacement with Zoom Video Communications, Inc.....	029
25-023	Ratification of Contract with Assessment Technologies Institute LLC (ATI) for Nursing Program NCLEX Exams. ....	031

8:20 PM **NON-CONSENT AGENDA:**

BOARD

25-024	Approval of Update to B 202 - Agenda Order.....	033
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8:25 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. Deadline for signups: Wednesday, October 16 at 5:00 pm.

8:40 PM **REPORTS**

- ASPCC Senate President – Josh Hutchinson
- PCC Federation of Classified Employees (AFT Local 3922) - Jeff Grider, President
- PCC Federation of Faculty and Academic Professionals (AFT Local 2277) – Ben Cushing, President
- Board Members

9:00 PM **ADJOURNMENT**

Portland Community College  
PO BOX 19000, Portland, Oregon 97280

September 19, 2024

**BOARD MEETING MINUTES  
Sylvania Campus**

**ATTENDANCE**

Laurie Cremona Wagner, Greg McKelvey, Tiffani Penson, Dan Saltzman, Kien Truong, Mari Watanabe, Kristi Wilson

**WORK SESSION**

The Board of Directors met in Work Session to review and conclude Board Goals for FY 24-25. Dr. Bennings reviewed the final draft of [President's FY 25 Workplan](#). A first reading of the proposed updates to the [Board Meeting Order of Agenda](#) was provided.

**BUSINESS SESSION**

Chair Wilson called the Business Meeting to order at 6:45 pm and shared the Land Acknowledgement.

The September 19, 2024 agenda was approved as published. Saltzman/Cremona Wagner

Cremona Wagner – Yes	Saltzman – Yes	Wilson – Yes
McKelvey – Yes	Truong – Yes	
Penson – Yes	Watanabe - Yes	

The August 15, 2024 minutes were approved as published. Saltzman/Cremona Wagner

Cremona Wagner – Yes	Saltzman – Yes	Wilson – Yes
McKelvey – Yes	Truong – Yes	
Penson – Yes	Watanabe - Yes	

**RECOGNITION**

Dr. Bennings recognized Hispanic Heritage Month, noting the numerous contributions of the Latine community, and remarked on the success and highlights of the college In-Service event which took place on Monday, September 16. The President also recognized and welcomed the Student Senate for the new academic year. Representatives who were able to attend introduced themselves to the Board, noting their position on the Student Senate and what they are studying while attending PCC. Also noted, as a #1TT1 recognition, were the Synapse Health Career Exploration Camps that PCC's Healthcare & Emergency Professions pathway took part in this past June, providing an immersive learning experience for Hillsboro County and Washington County high school students.

**PRESIDENT’S UPDATES**

Dr. Bennings presented highlights of the [President’s FY 25 Workplan](#), made mention of upcoming Dialogue Sessions regarding Equity & Shared Governance, and provided a reminder of PCC’s Week Of Welcome (WOW) which helps provide holistic support to new and returning students during the first week of the fall term.

**PUBLIC COMMENT ON AGENDA ITEMS**

Michael Sonnleitner; Item 25-019 President Compensation; in person

**CONSENT AGENDA**

Chair Wilson proposed approval of Resolutions 25-014 through 25-016.

Watanabe/Cremona Wagner

Cremona Wagner – Yes	Saltzman – Yes	Wilson – Yes
McKelvey – Yes	Truong – Yes	
Penson – Yes	Watanabe - Yes	

**NON-CONSENT AGENDA**

Chair Wilson proposed approval of non-consent agenda item Resolution 25-017.

Penson/Watanabe

Cremona Wagner – Yes	Saltzman – Yes	Wilson – Yes
McKelvey – Yes	Truong – Yes	
Penson – Yes	Watanabe - Yes	

Chair Wilson proposed approval of non-consent agenda item Resolution 25-018.

Cremona Wagner/McKelvey

Cremona Wagner – Yes	Saltzman – Yes	Wilson – Yes
McKelvey – Yes	Truong – Yes	
Penson – Yes	Watanabe - Yes	

Chair Wilson proposed approval of non-consent agenda item Resolution 25-019.

Watanabe/Penson

Cremona Wagner – Yes	Saltzman – Yes	Wilson – Yes
McKelvey – Yes	Truong – No	
Penson – Yes	Watanabe - Yes	

**BOARD BUSINESS**

Chair Wilson proposed approval of [Board Goals for FY 24-25](#), as discussed and agreed upon during Work Session.

Cremona Wagner/Penson

Cremona Wagner – Yes	Saltzman – Yes	Wilson – Yes
McKelvey – Yes	Truong – Yes	
Penson – Yes	Watanabe - Yes	

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

Michael Sonnleitner; Care Culture; in person

## **REPORTS**

Reports were provided by Student Board Member Josh Hutchinson on behalf of the District Student Council; Jeff Grider, PCC Federation of Classified Employees (AFT Local 3922); and Board Members Watanabe, Truong, Cremona Wagner and McKelvey.

## **ADJOURNMENT**

There being no further business, the meeting adjourned at 7:47 pm.

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Kristi Wilson, Chair

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Dr. Adrien L. Bennings, President

Prepared by:

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Jennifer Hamlin, Board Coordinator

Minutes approved on October 17, 2024

October 17, 2024

25-020

APPROVE GUARANTEED MAXIMUM PRICE TO FORTIS  
CONSTRUCTION FOR SYLVANIA HEALTH TECHNOLOGIES  
WEST RENOVATION

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

FINANCIAL RESPONSIBILITY: Rebecca Ocken, Director, Planning & Capital Construction

APPROVED BY: Dina Farrell, Vice President, Business & Finance/Chief Financial Officer  
Dr. Adrien L. Bennings, President

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

REPORT: The 2022 Bond Program includes funding for the renovation of the west side of the Health Technologies (HT) building on the Sylvania Campus. The east side of the HT was renovated in the 2017 bond. This project will complete the renovation of the HT building.

At its January 20, 2022 meeting, the board, through BR 22-077, approved an exemption from competitive bidding and authorized the use of the Design/Build (DB) alternative contracting method for this project.

At its July 21, 2022 meeting, the board, through BR 23-019, approved the award of a contract to Fortis Construction, LLC for up to \$1,538,929 for design and pre-construction services.

At its January 18, 2024 meeting, the board, through BR 24-082, approved an increase for design and pre-construction services to \$4,508,533 to allow for increased project scope and extended design phase.

Fortis Construction has now provided the Guaranteed Maximum Price (GMP) for the project. The total proposed GMP is \$32,859,950 which includes design and preconstruction services. PCC staff have reviewed the proposed GMP and recommend acceptance.

At the time of GMP preparation, Fortis expects to have 30.1% (\$9,890,845) COBID participation. Fortis is continuing to work



with first-tier subcontractors to increase this amount through second, and lower, tier subcontractors.

**RECOMMENDATION:** That the Board of Directors approve the Guaranteed Maximum Price (GMP) for the Sylvania Campus Health Technologies West Building Renovation from Fortis Construction for up to \$36,145,945 including a 10% contingency. Funding is from the 2022 Bond Program.

October 17, 2024

25-021

CONTRACT APPROVAL FOR DISTRICT-WIDE STUDENT-FACING COMPUTER REPLACEMENTS PHASE 3 TO DELL TECHNOLOGIES

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

FINANCIAL RESPONSIBILITY: Rebecca Ocken, Director, Planning & Capital Construction

APPROVED BY: Dina Farrell, Vice President, Business & Finance/Chief Financial Officer  
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Enterprise: Cultivate a long-term sustainable college enterprise;  
Delivery: Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem

REPORT: The 2022 Bond includes funding for IT upgrades across the district.

P&CC and IT staff have identified the need to replace student-facing computers located on campuses and centers across the district. IT staff have identified computers that are over five years old and require replacement. The work will be completed in phases allowing for IT staff availability to install the new computers.

The equipment is to be purchased from Dell Technologies using the contract established by the National Cooperative Purchasing Alliance, reference number 01-143. The Community College Rules of Procurement Section CCR-205 exempts the college from a competitive process when using an approved cooperative contract.

Dell Technologies have provided a quote for \$1,149,336 for Phase 3 replacement computers. PCC staff have reviewed the quote and recommend acceptance.

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

RECOMMENDATION: That the Board of Directors authorize PCC to execute a contract with Dell Technologies for \$1,149,336 for replacement computers. Funding will be from 2022 Bond funds.

October 17, 2024

25-022

CONTRACT APPROVAL FOR DISTRICT-WIDE TELEPHONE  
SYSTEM REPLACEMENT WITH ZOOM VIDEO  
COMMUNICATIONS, INC

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

FINANCIAL RESPONSIBILITY: Rebecca Ocken, Director, Planning & Capital Construction  
Katy Ho, Executive Vice President

APPROVED BY: Dina Farrell, Vice President, Business & Finance/Chief Financial Officer  
Katy Ho, Executive Vice President  
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Enterprise: Cultivate a long-term sustainable college enterprise;  
Delivery: Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem

REPORT: The 2022 Bond includes funding for IT upgrades across the district.

Staff have identified the need to replace the current College telephone system. The existing system is at the end of its useful life and uses services that are no longer supported by the manufacturer. The College had reviewed the alternatives available and determined that Zoom phone services is the optimum solution to meet the identified needs.

The equipment and services required are to be purchased from Zoom Video Communications using the contract established by the NASPO ValuePoint Carahsoft Technology Corp Contract # AR2472. The Community College Rules of Procurement Section CCR-205 exempts the college from a competitive process when using an approved cooperative contract.

Zoom has provided a quote for \$1,200,000 for replacement telephones, professional services during the conversion, and three years operating costs. \$748,000 for hardware and implementation costs will come from the 2022 bond and \$452,000 for operational costs from the College general fund. PCC staff have reviewed the quote and recommend acceptance.

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

**RECOMMENDATION:** That the Board of Directors authorize PCC to execute a three-year contract with Zoom Video Communication, Inc for \$1,200,000 for a replacement telephone system. \$748,000 will be funded from the 2022 Bond and \$452,000 from the College general fund.

October 17, 2024

25-023

RATIFICATION OF CONTRACT WITH ASSESSMENT  
TECHNOLOGIES INSTITUTE LLC (ATI) FOR NURSING  
PROGRAM NCLEX EXAMS.

PREPARED BY: Mike Mathews, Interim Associate Vice President of Finance  
Operations and Compliance

FINANCIAL  
RESPONSIBILITY: Janeen Hull, Dean Academic & Career Pathways  
Dr. Jose Dela Cruz, Vice President Academic Affairs

APPROVED BY: Dr. Adrien L. Bennings, President

STRATEGIC THEME: 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

REPORT: Assessment Technologies Institute LLC (ATI) Products and  
Services provides a comprehensive assessment & review  
program for the nursing program faculty and students. This  
prepares the students for their NCLEX exam taken at the end of  
their Cohort to obtain their Nursing Licensure.

The Community College Rules of Procurement CCR.212 allow  
for the purchase of intellectual property protected by copyright  
law without additional competition.

The term of the contract will be for 5 years, commencing on  
October 01, 2024.

Cost breakdown:	Year 1	\$72,200;
	Year 2	\$76,200;
	Year 3	\$104,000;
	Year 4	\$120,000;
	Year 5	\$136,000

There are currently no firms registered with Oregon COBID that  
provide NCLEX testing.

RECOMMENDATION: That the Board of Directors ratifies the contract with Assessment Technologies Institute LLC for comprehensive assessment & review for \$508,400. Funding will be from the General Fund.

October 17, 2024

25-024

APPROVAL OF UPDATE TO B 202 - AGENDA ORDER (2nd Reading)

PREPARED BY: Jennifer Hamlin, Board Coordinator, Office of the President

APPROVED BY: Dr. Adrien L. Bennings, President

STRATEGIC THEME: 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: To better align the Board Agenda with the needs of the college community, the College recommends that the order of agenda be updated as follows:

#### **Order of Agenda**

The order of business at meetings of the Board shall be:

- Call to Order
- Introduction of guests
- Approval of Agenda
- Approval of minutes of previous meeting(s)
- Public Comments - Agenda
- Public Comments - Non-agenda
- Reports (ASPCC, FFAP, FCE, Board, President)
- Board Information Session
- Board Policy Review (if needed)
- Board Business
- Adjournment
- Upon consensus of the Board members present, the Chairperson may deviate from this order of business.

RECOMMENDATION: That the Board approves the modifications to the order of the Board Agenda indicated above, to be effective at the start of the next board meeting.



It is against the College's policy for any manager, supervisor, faculty member, staff member, or student to engage in prohibited harassment or discrimination of any member of the College community. PCC adheres to all federal, state, and local civil rights laws and regulations prohibiting discrimination in public institutions of higher education, including 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; Titles I and II of the Americans with Disabilities Act of 1990 (as amended); the Age Discrimination in Employment Act, the Uniformed Service Employment and Reemployment Rights Act, and all applicable federal, state, and local civil rights laws. PCC does not discriminate against any employee, applicant for employment, student, or applicant for admission on the 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 including protections for those opposing discrimination or participating in any resolution process on campus, with the Equal Employment Opportunity Commission or other human rights agencies. This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the PCC community who acts to deny, deprive, or limit the educational or employment and/or social access, benefits, and/or opportunities of any member of the PCC community, guest, or visitor on the basis of their actual or perceived membership in the protected classes listed above is in violation of PCC's policy on nondiscrimination.