

**Portland
Community
College**

Board of Directors

AGENDA

August 21, 2014

PLEASE PRINT DOUBLE-SIDED IN SUPPORT OF
BOARD POLICY B707 - SUSTAINABLE USE OF RESOURCES

Vision

Building futures for our Students and Communities

Mission

Portland Community College advances the region's long-term vitality by delivering accessible, quality education to support the academic, professional, and personal development of the diverse students and communities we serve.

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 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

Goals

Access: Access to learning opportunities will be expanded through the cultivation of community and business partnerships.

Diversity: Lifelong learning opportunities will be accessible to all and enriched by the diversity of our students, faculty and staff.

Quality Education: Educational excellence will be supported through assessment of learning and practicing continuous improvement and innovation in all that we do.

Student Success: Outstanding teaching, student development programs and support services will provide the foundation for student skill development, degree completion and university transfer.

Economic, Workforce, and Community Development: Training provided to individuals, community and business partners will be aligned and coordinated with local economic, educational and workforce needs.

Sustainability: Effective use and development of college and community resources (human, capital and technological) will contribute to the social, financial and environmental well-being of communities served.

BOARD OF DIRECTORS
PORTLAND COMMUNITY COLLEGE
12000 S.W. 49th Avenue, Portland, Oregon

PLANNING AND BUSINESS SESSION
August 21, 2014
Sylvania Campus
12000 SW 49th Avenue, Portland, OR 97219

AGENDA

- 1:30 PM **Executive Session** - in accordance with ORS 192.660 (2), in accordance with ORS 192.660 (2), (a) Employment of a Public Official, (e) Real Property Transactions, (f) Information Exempt from Public Disclosure (Attorney-Client Privilege) and (h) Litigation
- 4:30 PM **Work Session**
- Strategic Planning
- 5:15 PM **Board Dinner** Oak/Elm Rooms
- 6:00 PM **Call to Order**
- Introductions
 - Approval of Minutes – July 17, 2014
 - Approval of Agenda
- 6:05 PM **Swearing in of Vice Chair**
- Swear in Vice Chair
- 6:10 PM **Recognition of Service**
- 6:15 PM **Information Session**
- OCCA - Andrea Henderson (20 minutes)
 - Budget: Compensation - Lisa Bledsoe (15 minutes)
- 6:50 PM **Public Comment on Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)
- 6:55 PM **Business Session**
- 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.)

Lynne Baxter, Student Accounts Coordinator,
 Administrative Services (Temporary)
 May Donohue, Women’s Resource Center, Office
 of the Dean of Student Development,
 Southeast/Extended Learning Campus
 (Temporary)
 Brandon Lee, Retention and Multicultural Coordinator
 Office of the Dean of Student Development,
 Rock Creek Campus
 Rut Martinez Alicea, Multicultural Center Coordinator
 Office of the Dean of Student Development,
 Southeast/Extended Learning Campus (Temporary)
 Courtney Nylen, Cooperative Education/Student
 Employment Specialist, Office of the Dean of
 Student Development, Rock Creek Campus
 Nicole West, Annual Fund Officer, Office of the
 President
 Debora Wolf, Financial Aid Advisor, Academic
 and Student Affairs

Administrative Appointments:

Cheryl Belt, Employee/Labor Relations Manager,
 Administrative Services
 Tamera Billick, Interim Dean of Student Affairs,
 Academic and Student Affairs
 Linda Blanchette, Interim Assistant Director,
 International Education Program, Academic
 and Student Affairs (Temporary)
 Traci Boyle-Galestiantz, Interim Manager of
 Professional and Organizational Development
 Academic and Student Affairs (Temporary)
 Tricia Brand, Associate Dean, Office of the Dean
 of Student Development, Southeast/Extended
 Learning Campus
 Doreen Hanna, Interim Student Account Services
 Manager, Administrative Services (Temporary)
 Henry Schottland, Interim Technology Solutions
 Manager, Administrative Services (Temporary)
 Sarah Tillery, Interim Division Dean of Social
 Sciences, Social Sciences Division, Sylvania
 Campus (Temporary)

Retirees:

15-016	Commendation of Retiring Employee – Diane Dorn.....	033
15-017	Commendation of Retiring Employee – John Garner.....	034
15-018	Commendation of Retiring Employee – Linda Kadoun	035
15-019	Commendation of Retiring Employee –	

	Gretchen Quay	036
15-020	Commendation of Retiring Employee – Charlene Westley	037
	Continuous Appointments:	
15-021	Continuous Appointments: Administration	038
	Miscellaneous Personnel Resolutions:	
15-022	Approval for Sylvia Kelley as College Vice- President.....	039
	<u>BIDS/CONTRACTS</u>	
15-023	Delegate Authority to President or His Designee to Negotiate a Right-Of-Way Dedication to Washington County for Portions of PCC Owned Property on NW 185th Ave at the Rock Creek Campus	040
15-024	Authorization for O’Neill/Walsh Community Builders to Provide North Parking Lot and Voice Over Internet Protocol (VOIP) Construction Services for the Southeast Center Bond Construction Project	044

BOARD

15-025	Designation of Swan Island Trades Center as a PCC Instructional Site.....	046
15-026	Apply to the State Board of Education for Approval of the Certificate in Advanced Emergency Medical Technician for Portland Community College	047
15-027	Revise Board Policy B 703 (Second Reading).....	048
15-028	Adoption of the College Calendar of Instruction for 2014 - 2015 through 2018 – 2019	055
15-029	Adopt the Updated Investment Standards and Practices for Portland Community College	062

Non-Consent Agenda: (Vote will be by poll of the Board)

BOARD

15-030	Delegate Authority to College President to Negotiate Terms and Conditions for Purchase of Real Property Near Southeast Campus.....	071
15-031	Board Resolution for Management and Confidential Salary and Benefit Adjustments for FY 2014-15	073
15-032	Board Resolution for Executive Officer Compensation and Benefit Adjustments for FY 2014-15	075

7:05 PM

Public Comment on Non-Agenda Items (A sign-up sheet is on a table at the entrance of the meeting room.)

7:10 PM **Reports** (5 minutes each)
 Faculty
 Classified
 Students
 Board Members
 President

7:35 PM **Adjournment**

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 PCC Disability Access Services at least 48 hours in advance at (971) 722-4341 (voice) or (503) 246-4072 (TTY). A sign-up sheet for those who wish to offer comments or testimony on any item will be available at the entrance of the meeting room.

PORTLAND COMMUNITY COLLEGE - BOARD OF DIRECTORS
12000 S.W. 49th Avenue - Portland, OR 97219

PLANNING AND BUSINESS SESSION

July 17, 2014

Newberg Center, Room 115/116
135 Werth Blvd., Newberg, OR 97132

MINUTES

EXECUTIVE SESSION

The Board of Directors met in accordance with ORS 192.660 (2) - in accordance with ORS 192.660 (2), in accordance with ORS 192.660 (2), (a) Employment of a Public Official, (d) Labor Negotiation, (e) Real Property Transactions, (f) Information Exempt from Public Disclosure (Attorney-Client Privilege) and (h) Litigation

BOARD ATTENDANCE

Jim Harper, Gene, Pitts, Kali Thorne-Ladd, Vice Chair Deanna Palm, Courtney Wilton, and Denise Frisbee (by phone)

CALL TO ORDER

Vice Chair Palm called the business meeting to order at 10:30 am and invited all present to introduce themselves.

APPROVAL OF THE MINUTES

The June 19, 2014 Board Meeting minutes were approved as published. Pitts/Ladd

APPROVAL OF THE AGENDA

The agenda was approved as published. Harper/Pitts

ELECTION OF NEW CHAIR AND VICE CHAIR

Director Palm called for nominations for Chair and Vice Chair. It was moved that Director Palm serve as Board Chair, and Director Madden serve as Vice Chair for FY 2015. Motion passed unanimously. Wilton/Ladd

President Brown administered the oath of office to the new Chair. The Vice Chair will be sworn in at the August 21, 2014 board meeting.

INFORMATION SESSIONS

The Opportunity Initiative

Ted Wheeler, Treasurer, State of Oregon

The Treasurer provided the board with context regarding the Oregon Opportunity Initiative. During the last full legislative session, the legislature was asked to refer to the ballot, an initiative that would do three things. The first would be to increase the legal options that are currently available to the legislature to be able to fund student aid and vocational/technical training in the State of Oregon. It would allow them to do that by potentially creating a permanent growing endowment. It would be for all Oregon students who meet certain qualifications based on income, who want to attend institutions in the State of Oregon, like PCC. The endowment would be constitutionally locked, this is a very important criteria. The

need for this is because the State of Oregon, the Legislature has done a poor job of supporting advanced education and training in the State. This is a personal view of the Treasurer. The facts are that today, the State contribution to higher education is 46th in the nation per capita basis. General fund support has been declining for a period of years. He noted PCC has done a good job on holding the line on tuition fee increases. There have been a lot of studies showing that universities and community colleges in the State have been really good about maintaining their costs. The fact of the matter is that as the state government has reduced its contributions from the overall tax base, students are picking up more and more of the burden. A smart economist might say that is not inherently a problem, because there are other states that have higher cost bases for their students and families than we do here. What they also have is student aid. What we are sorely lacking in this state is a robust student aid program, with low support from the legislature and an anemic student aid program. If a student were to apply for an Oregon Opportunity Grant based on need, you have a 1 in 5 chance of actually getting anything, with no guarantee of year to year. This means the students are taking on more of the financial burden or extending their stay in the educational system or the extreme of not attending college. These times are critical, and the economy is becoming more and more reliant on advanced education and training, rather than less. The college education is more important than ever, despite some of the conventional wisdom in terms of economic vitality and self-sufficiency. For a state like Oregon that is struggling with unemployment, high rates of poverty, we need to find ways to get more, not fewer people into education and training programs. He noted that in his opinion PCC is the state leader in vocational and technical training. The endowment can be used for not only student aid, but also to help facilitate the kinds of partnerships that PCC is actively engaged in, private sector, government entities, or other types of programs that need help to get young people access to the skills they want, whether that is a university degree or vocational training.

The ideal way for funding student aid and vocational/technical training is for the legislature to prioritize it, and then directly appropriate funds through an endowment as it gives additional leverage. In any given biennium there are more pressing issues than student aid and training, so this just won't be done. Another option is the possibility of using a limited responsible amount of the state's general obligation bonding capacity to help seed the endowment. It would have been a lot better to do this 3 years ago when bonding rates were at 1%. There are about \$1 billion of general obligation bonding capacity to move over the next 5 biennia. The idea is to use a sliver over a period of 3 or 4 biennia, not necessarily sequential biennia to help seed this endowment. There is plenty of capacity to fund this and to fund the needs of OUS, the community college system, and legislative priorities. This is based on historical precedence. This last legislative session OUS had its entire bonding package funded, funded a rehab project for the state capitol, rebuilt the state mental health hospital. Expecting the next 5 biennia will not have the additional prison asks that dominated the 1990's and the early years of 2000's. A \$200 million package was approved for OHSU in support of the Knight grant request. After all that was allocated, the legislature left capacity on the table. They did not use it all. The personal view of the treasurer is that it is not competing with future capital requests from community colleges and universities and with future operating dollar needs. The small amount asking for under the conservative 5% bonding limit, given the substantial capacity as a result of bond issuances rolling off the books and less demand for prison expansion, there is room for everyone.

The bottom line is by supporting the Oregon Opportunity Initiative, you are not agreeing to a

single dime, all it does is to give the legislature options that they do not have today to fund student aid in vocational/technical training and take it out of completion with K-12 and emerging urgent needs and create a competitive advantage for this state.

Director Harper asked the Treasurer what he would expect the support of the Board to look like. The Treasurer responded that depending on the institution determines the type of support. It could be the President, the Board, or the Alumni Association of the institution. In all cases they engage with students directly. Board endorsement is the strongest and preferred support as opinion leaders. Director Wilton asked if this measure was arbitraging, funding an endowment and assuming that the return through investments is going to exceed the rate paid for debt, noting there are some risks. The Treasurer responded stated that it is not an arbitrage. To be crystal clear, we are not attempting to service the bonds out of the endowment, they are completely separate.

Bonds are currently issued through the legislature as part of a package. A committee will meet to decide if it will get funded. The bond issuance takes place through the State Treasury. The bonds are issued and the risk to tax payers of that bond issuance is fixed with a 30-year rate. The rate is paid out of the State's general fund and it is already worked into the general fund budget under a very conversation debt limitation requirements. No more than 5% of the State's general fund can go towards servicing bonds. That is automatically worked into the biennial budget. The risk to tax payers is what is prescribed in the budget with a fixed rate over a period of time, same payment every year. The proceeds are handed to the institution for the project. Issuing bonds for this endowment, if the legislature chooses to use bonds for some portion of funding for the endowment is exactly the same. The endowment is managed the way any other trust fund in the State Treasury is managed in a diversified risk management portfolio. Some percentage, determined by the Higher Education Coordinating Commission would go off toward student aid. There is no bleed through between these two things. There will be good years, there will be lousy years, but the assumption is that in a diversified risk professionally managed pool over a period of many years that it has a positive rate of return. At the end of 30 years, this cost taxpayers, nothing. This is a different way of looking at how to use the financial tools to try and creatively seed something that is important.

Bonds are typically for bricks and mortar, but a permanent growing endowment dedicated towards a specific economic purpose is every bit as tangible and important to the economic future of Oregon. The only difference is that you are not investing in a depreciating asset, but an appreciating asset. It doesn't have the risk that capital construction projects have. The legislature debates for 10 minutes whether or not some of these things should be built, because they assume that value is gained because something is being built. The risk managed diversified portfolio is a much less riskier investment than a specific hard asset. Director Wilton followed up a question regarding the bigger issue that general support is less than it should be and what can be done about it. The Treasurer noted that we are starting with the wrong questions. It is always assumed that the problem is a lack of money, and it may be part of the problem. The bigger problem is the lack of a plan. We do not have an economic development strategy in this state that identifies what the priorities are, where infrastructure community developments and educational investments consistent with those priorities. The tax structure is part of that. The vision of what it would take for the Oregon economy to thrive in a global economy 20-30 years from now. Workforce development is a piece of it which we have sorely neglected. A sales tax can't be imposed because residents

do not understand the value proposition. How it is paid for is secondary to what the value proposition is in the Treasurers' opinion. Revenue reform will come, but it will not pass without making it very clear to the average taxpayer that they are getting something of great value in exchange for that. Telling taxpayers revenue stabilization is a great thing will not fly. The State took advanced education out of the economic development strategy by proxy. If you look at past budgets of the state, it will tell the value of advanced education and training to Oregon. It is not at the top, although the Governor is trying to turn that around. Funding is a long way off from 20-25 years ago from supporting technical and vocational training. This is an ambitious proposal, it is not too risky, it is not gambling. It is using two tried and true financial mechanisms, issuing bonds and creating a risk managed diversified responsible endowment, and marrying the two. Director Ladd noted that one of the priorities she has is to get more students into post-secondary education. How will the architecture of this proposal support an intentional outreach to ensure that the students who are underserved are accessing the funds? Treasurer Wheeler explained that they are creating a platform for funding. They are not trying to dictate education reform. Director Ladd followed up with asking if the resources can be used to truly increase the numbers of people who have access to higher education. He commented that he cannot guarantee as it is the purview of the HECC. The conversation around the Oregon Opportunity Initiative has opened up a first in many year review of the student aid program, in terms of accountability, structure, STEM, or targeted outreach. This is the right time to engage the question, but it has to be with the experts who are doing the designing. The Treasury is not part of that; they are focusing on the foundational financing tools. Director Pitts asked this solves the cost side of the issue. Treasurer Wheeler responded that it doesn't. This is where full transparency and a frank conversation starts. This is one tiny piece of the larger question of what the higher education system needs to look like. There are opportunities within this to control costs for college. Director Palm asked how the Treasurer plans to get the voters to support this idea. He commented that this ballot measure gives the legislature legal options it doesn't currently have to support student aid and vocational/technical training programs in Oregon for Oregon students. To be able to sell it, there has to be a deeper dive. Director Palm also asked from the standpoint of vocational training and education portion, if it would be a grant funding opportunity? He stated that it would come from the HECC, which there will be plenty of time to discuss with them. This is a long term play; this is a discussion about the next generation that this state should have made 20-25 years ago. Director Ladd asked if using bonds in this way would open the door for other usage of bonds in some non-conventional ways. He agreed that this is an unconventional use of bonding capacity. There is no question about it. He claims it is an appropriate use, a responsible use; frankly it is a much better priority than what bonding capacity has been used for in the past. Looking back on the general obligation bonding capacity, since 1990, the lion's share by far, has been for prison construction and expansion. His plan is to take that resource and use it for something that has tremendous leverage and economic development potential for the next generation. This idea has opened up a national discussion about the use of bonding capacity because people are resoundingly supportive of the contention that a growing permanent locked endowment is every bit as permanent as a road, a bridge, a building, or a jail cell. The difference is that the economic value to the state is obvious. Director Frisbee commented that she really likes the idea that higher education is a statewide economic development strategy. The proposal helps elevate that discussion which is important. Dedicating dollars to workforce development and training and supporting an appreciating asset is another idea that Director Frisbee really thought was inventive.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS MEETING

Vice Chair Palm proposed approval of Resolutions 15-001 through 15-014, removing 15-013. Harper/Ladd. The motion passed unanimously.

Director Ladd commented that while the College does really hard work in ensuring that there is a workforce that reflects as much as possible the student population. She is disappointed by the lack of diversity in the pool of applicants for some positions approved as a board. She encourages the staff to do more outreach on how to get more pools of diverse candidates for these positions.

Director Wilton asked that the SE Campus Property resolution be pulled from the consent agenda. He noted that he believes there is too much attention on expansion and not enough focus taking care of the existing property. There are a lot of square feet coming online from the bond and the expense of that needs to be considered. Right now he believes we have more space than we need at the moment. In terms of the bond, that is okay in the long run. He believes adding more will be too much to manage from an operational standpoint. This expansion is not core to this bond. There are fundamental responsibilities to keep these buildings in shape, without the support of the bond.

Director Harper moved that Resolution 15-013 be set aside for the August board meeting. The motion was seconded by Director Ladd. The motion passed unanimously.

ADJOURNMENT

There being no further business, the meeting adjourned at 11:10 am.

NEXT MEETING

The next business meeting of the Portland Community College Board of Directors will be held on August 21, 2014 at 7:30 PM at the Sylvania Campus.

Deanna Palm, Chair

Dr. Jeremy Brown, President

Prepared by:

Jeannie Moton, Assistant to Board of Directors

Minutes approved on August 21, 2014

August 21, 2014

15-015

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. Academic Professional Appointment(Temporary)–Lynne Baxter
Student Accounts Coordinator
Administrative Services
Annual Salary: \$49,876 Grade: 3 Step 7
Effective: July 21, 2014 to August 31, 2015
Most Recent
Experience: Portland Community College
Senior Student Account Specialist
Applicant Flow: Article 3.64 Appointment

2. Academic Professional Appointment(Temporary)–May Donohue
Women’s Resource Coordinator
Office of the Dean of Student Development, Southeast/Extended Learning
Campus
Annual Salary: \$49,298 Grade: 5 Step 3
Effective: July 21, 2014 to July 20, 2015
Education: Portland State University MA 2013
Educational Leadership and Policy
Portland State University BA 2004
Communication Studies
University of Hawaii AA 2001
Liberal Arts
Most Recent
Experience: Portland Community College
Academic Advising Specialist
Applicant Flow: Article 3.64 Appointment

3. Academic Professional Appointment–Brandon Lee
Retention and Multicultural Coordinator
Office of the Dean of Student Development, Rock Creek Campus
Annual Salary: \$47,631 Grade: 5 Step 2
Effective: August 11, 2014
Education: School for International Training Graduate MAT 2011
Institute

Teaching English to Speakers of Other Languages
 Houston Baptist University BA 2008
 Spanish and Public Policy

Most Recent
 Experience: Oregon State University
 Interim Assistant Director of Student Leadership and
 Involvement

Applicant Flow:	Gender	Ethnicity
38	Male	34 Hispanic/Latino
60	Female	1 American Indian/Alaskan Native
6	Not Disclosed	7 Asian
		11 Black or African American
		33 White (not of Hispanic Origin)
		4 Two or More
		14 Not Disclosed
<hr/>		<hr/>
104		104 Total

4. Academic Professional Appointment (Temporary)-Rut Martinez Alicea
 Multicultural Center Coordinator
 Office of the Dean of Student Development, Southeast/Extended Learning
 Campus
 Annual Salary: \$46,020 Grade: 5 Step: 1
 Effective: July 21, 2014 to July 20, 2015
 Education: University of Puerto Rico BA 1998
 Psychology

Most Recent
 Experience: Portland Community College
 Rape Prevention Education Specialist (Temporary)
 Applicant Flow: Article 3.64 Appointment

5. Academic Professional Appointment-Cortney Nysten
 Cooperative Education/Student Employment Specialist
 Office of the Dean of Student Development, Rock Creek Campus
 Annual Salary: \$43,464 Grade: 3 Step: 3
 Effective: July 28, 2014
 Education: Portland State University MA 2009
 TESOL
 University of Oregon BA 2003
 English

Most Recent
 Experience: CTS Language Link
 Project Manager
 Applicant Flow: Gender Ethnicity

17	Male	39	White (not of Hispanic Origin)
50	Female	7	Black or African American
1	Not Disclosed	4	Asian
		9	Hispanic/Latino

		1	American Indian/Alaskan Native
		2	Two or More Selections
		6	Not Disclosed
<hr/>	68	Total	
		<hr/>	68
		Total	

6. Academic Professional Appointment-Nicole West

Annual Fund Officer

Office of the President

Annual Salary: \$54,977

Grade: 4

Step: 8

Effective: August 18, 2014

Education: University of Wisconsin

BS 2006

Public Relations and Organizational Communication

Most Recent

Experience: Linfield College

Director of Annual Giving

Applicant Flow: Gender

Ethnicity

11 Male

27 White (not of Hispanic Origin)

21 Female

2 Black or African American

2 Not Disclosed

5 Not Disclosed

34 Total

34 Total

7. Academic Professional Appointment-Debora Wolf

Financial Aid Advisor

Academic and Student Affairs

Annual Salary: \$40,812

Grade: 2

Step: 3

Effective: August 11, 2014

Education: California State University

MEd 2011

Education

Concordia University

BA 2007

Spanish

Dawson College

DEC 1995

Economics

Most Recent

Experience: Consulting Tools

Coach/Consultant

Applicant Flow: Gender

Ethnicity

16 Male

26 White (not of Hispanic Origin)

23 Female

2 Black or African American

1 Not Disclosed

3 Asian

6 Hispanic/Latino

1 Two or More Selections

2 Not Disclosed

40 Total

40 Total

14. Administrative Appointment (Temporary)–Henry Schottland
 Interim Technology Solutions Manager
 Administrative Services
 Annual Salary: \$90,630 Grade: N
 Effective: August 1, 2014 to August 1, 2015
 Education: University of Michigan MS 1981
 Industrial and Operations Engineering
 Dartmouth College BS 1977
 Biology
 Most Recent
 Experience: Portland Community College
 Technology Solutions Services Manager
 Applicant Flow: Direct Appointment
15. Administrative Appointment (Temporary)–Sarah Tillery
 Interim Division Dean of Social Sciences
 Social Sciences Division, Sylvania Campus
 Annual Salary: \$82,733 Grade: N
 Effective: August 11, 2014 to December 31, 2015
 Education: University of Maryland PhD 2007
 Women’s Studies
 San Diego State University MA 2000
 Women’s Studies
 University of California BA 1998
 Women’s Studies
 University of California BA 1997
 English
 Most Recent
 Experience: Portland Community College
 Director, Allied Health Programs
 Applicant Flow: Direct Appointment

**ETHNIC AND GENDER DESCRIPTION OF STAFF
 PROPOSED TO BE HIRED IN *August 21, 2014* PERSONNEL REPORT**

Male	2
Female	12
	14
White (not of Hispanic Origin)	10
Black or African American	1
Asian	1
Hispanic/Latino	2
	14

August 21, 2014

15-016

COMMENDATION OF RETIRING EMPLOYEE –
DIANE DORN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Diane Dorn has performed faithfully in her duties as an Office Support Series 2, Admissions Office Admin Asst, Office Support Series 4, Office Asst II and Enrollment Services Specialist for Portland Community College since December 15, 1992. She retires effective August 30, 2014.

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

August 21, 2014

15-017

COMMENDATION OF RETIRING EMPLOYEE –
JOHN GARNER

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: John Garner has performed faithfully in his duties as a Manager of Parking and Transportation Services for Portland Community College since June 1, 2004. He retires effective August 29, 2014.

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

August 21, 2014

15-018

COMMENDATION OF RETIRING EMPLOYEE –
LINDA KADOUN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Linda Kadoun has performed faithfully in her duties as an Employment Specialist for Portland Community College since February 22, 1999. She retires effective August 20, 2014.

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

August 21, 2014

15-019

COMMENDATION OF RETIRING EMPLOYEE –
GRETCHEN QUAY

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Gretchen Quay has performed faithfully in her duties as a Part-time Academic Advising Specialist, a Learning Skills Specialist, Assessment Specialist, Trainer, Community Resource Specialist, Student Resource Specialist and a Learning Skills Specialist for Portland Community College since March 15, 1991. She retires effective August 29, 2014.

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

August 21, 2014

15-020

COMMENDATION OF RETIRING EMPLOYEE –
CHARLENE WESTLEY

PREPARED BY: Human Resource Department Staff

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Charlene Westley has performed faithfully in her duties as a Full-time Office Assistant I and a Part-time Office Assistant II for Portland Community College since January 8, 2007. She retires effective July 31, 2014.

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

August 21, 2014

15-021

CONTINUOUS APPOINTMENTS: ADMINISTRATION

PREPARED BY: Nancy Cloud, Assistant, Human Resources

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

The President recommends that the following Administrators, having fulfilled the required probationary period, be granted continuous appointment, effective July 1, 2014:

<u>Continuous</u> <u>Appointments</u>	<u>Job Title</u>
Mary Kalafatis	Managing Director/Foundation

August 21, 2014

15-022

APPROVAL FOR SYLVIA KELLEY AS COLLEGE VICE PRESIDENT

PREPARED BY: Lisa Bledsoe, Director, Human Resources Department

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Ms. Kelley holds a Master of Arts in Interdisciplinary Studies from the University of Texas at Dallas, a Bachelor of Science in Organizational Behavior and Human Relations from the University of San Francisco and an Associate of Science from the College of the Sequoias and is currently employed as Vice President for Development and Executive Director of Foundation with Southern Oregon University.

Ms. Kelley has previously held positions as Vice President for Institutional Advancement at Texas A&M University-Commerce, Director of Marketing and Public Affairs with Alliance for Higher Education in Dallas/Fort Worth, Director of Corporate Education and Workforce Development/Contract Training with Dallas County Community College District, Executive Director of Workforce Education Consortium and Instructor in the College of Business with Collin County Community College District, Director of Resource Development and Public Affairs with Porterville Community College, Kern Community College District and as Senior City Planner, City Planner and Zoning Inspector with the cities of Tulare and Visalia, California.

RECOMMENDATION: That the Board of Directors approve the appointment of Sylvia Kelley as College Vice President effective August 29, 2014. That the Board authorize the Administration to execute an employment contract with Ms. Kelley with the following terms: the contract shall be for two years (terminating on June 30, 2016), with a base salary of \$154,000; an automobile allowance of \$4,815 annually; general expense allowance of \$2,500 annually.

Ms. Kelley shall be entitled to other benefits available to other Executive Officers and College Administrative staff as approved by the Board. The College will provide a one-time relocation assistance of \$15,000 as an allowance or documented actual moving expenses reimbursement up to a maximum of \$25,000. The taxability of the payment is governed by the Internal Revenue Services regulations.

August 21, 2014

15-023

DELEGATE AUTHORITY TO PRESIDENT OR HIS
DESIGNEE TO NEGOTIATE A RIGHT-OF-WAY
DEDICATION TO WASHINGTON COUNTY FOR
PORTIONS OF PCC OWNED PROPERTY ON NW
185TH AVE AT THE ROCK CREEK CAMPUS

PREPARED BY: Kathy Kiaunis, Finance Manager, Bond Program

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: As part of the 2008 Bond Program, the College is building an addition to Building 5 at the Rock Creek Campus. Washington County has required a right-of-way dedication on 185th Avenue as one of the Conditions of Approval for the project, as previously reviewed with the Board at its July 2014 meeting.

The Conditions of Approval require that PCC dedicate a minimum 45 ft of right-of-way from the legal centerline of SW 185th Ave along the frontage of Tax Lot 304, which is a small tax lot in the far northwest corner of the College's Rock Creek property. The College previously dedicated 30 ft of right-of-way and the County is requiring an additional 15 ft to meet the 45 ft requirement. The area contains approximately 4,500 square feet.

Attached is Exhibit A, property description and Exhibit B, survey map showing the 15 ft dedication.

As the Board has sole authority over real property matters, per Board Policy B214, the Board's approval is required for this dedication.

RECOMMENDATION: That the Board authorize the President or his designee to negotiate a right-of-way agreement for NW 185th Ave. with Washington County as described above, subject to the concurrence of College Counsel.

Dedication
PCC Rock Creek Campus
TL 304
Project No. 1297-004-P
July 18, 2014

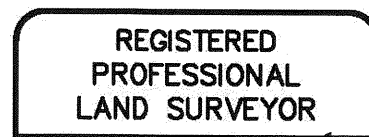
Exhibit "A"
Property Description

A tract of land situate in the southwest one quarter of Section 18, Township 1 North, Range 1 West, Willamette Meridian, Washington County, Oregon, being a portion of that tract of land conveyed to Portland Community College District, by Deed recorded in Fee No. 78-015267, Washington County Deed Records, being more particularly described as follows:

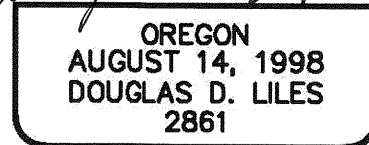
all of that property lying westerly of a line 45.00 feet east of and parallel with the west line of said Section 18, said west line also being the centerline of NW 185th Avenue (County Road No. 1277).

Contains 4,500 square feet, more or less.

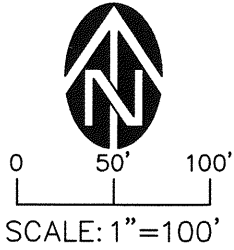
Bearings are based on Oregon State Plane Coordinate System, North Zone.



Douglas D. Liles



RENEWS: 12-31-2014



Drawing Name: J:\1297-004\11\PC Rock Creek Campus\Survey\CAD\DWG\129704T-TL304_EX.dwg Jul 18, 2014 - 5:58pm - ddl

2924.2' FROM
NW CORNER
SECTION 18

W. 1/4 CORNER
SECTION 18

● FOUND MONUMENT
[DEED BEARING - DISTANCE]

NW 185TH AVE
(COUNTY ROAD NO. 1277)

30' 30' 30' 45' BK 996 PG 231

N00°14'40"W 299.92'

[S89°42'E 455.6']
S89°57'12"E 435.60'

45.00'
15' DEDICATION

TL 304
FEE. NO. 78-015267

N89°57'12"W 435.60'
[N89°42'W 455.6']

S00°14'40"E 300.00'
[300']

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Douglas D. Liles

OREGON
AUGUST 14, 1998
DOUGLAS D. LILES
2861

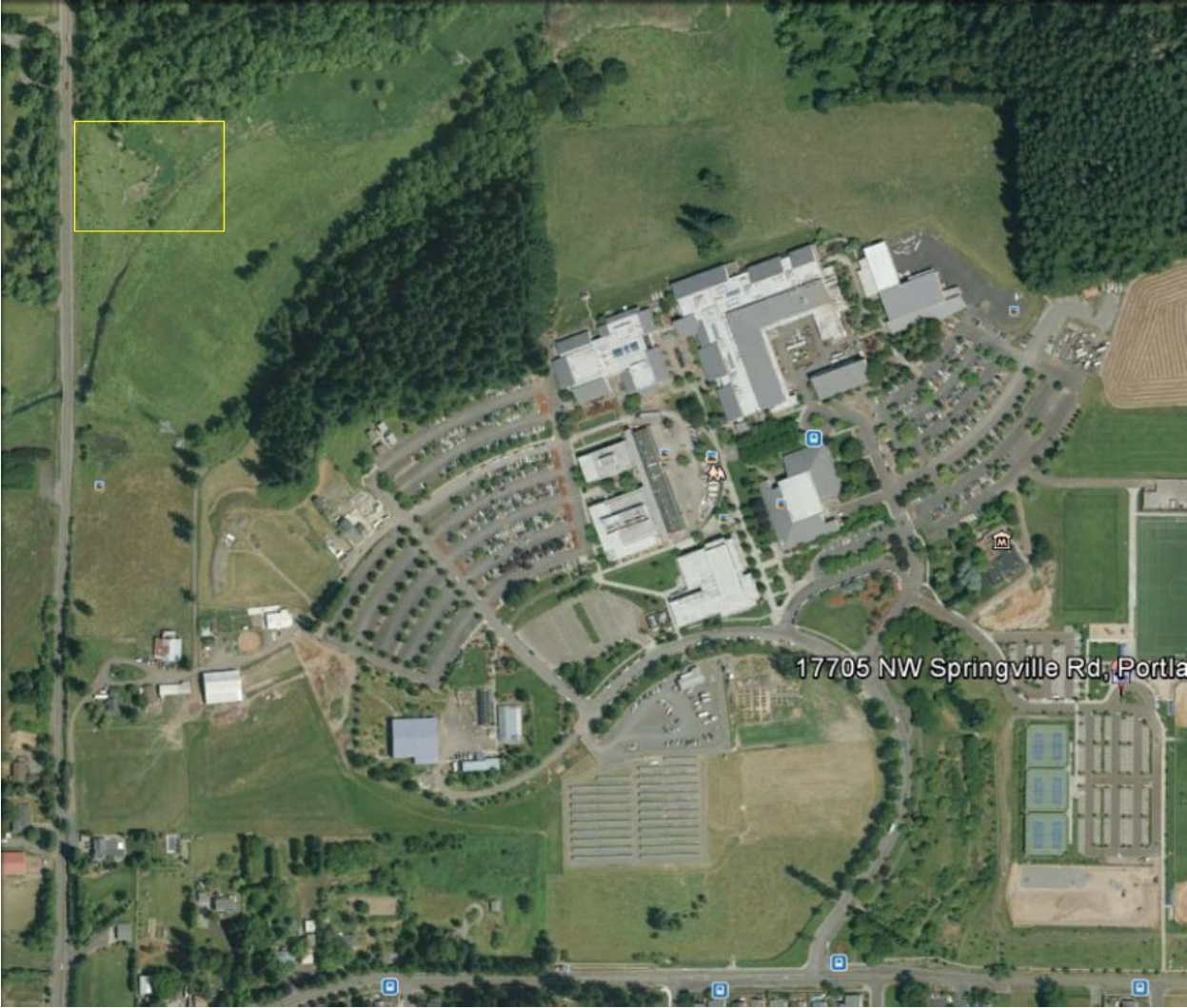
RENEWS: 12-31-2014

EXHIBIT B

LOCATED IN THE S.W. 1/4 OF SECTION 18
TOWNSHIP 1 NORTH, RANGE 1 WEST, W.M.
WASHINGTON COUNTY, OREGON

DATE	2014-07-18
DRAWN BY	DDL
CHECKED BY	TGB
REVISION	0
JOB NO.	1297-004-P

<p>WESTLAKE CONSULTANTS inc.</p>	<p>ENGINEERING ♦ SURVEYING ♦ PLANNING</p>
	<p>PACIFIC CORPORATE CENTER 15115 S.W. SEQUOIA PARKWAY, SUITE 150 (503) 684-0652 TIGARD, OREGON 97224 FAX (503) 624-0157</p>



August 21, 2014

15-024

AUTHORIZATION FOR O'NEILL/WALSH COMMUNITY BUILDERS TO PROVIDE NORTH PARKING LOT AND VOICE OVER INTERNET PROTOCOL (VOIP) CONSTRUCTION SERVICES FOR THE SOUTHEAST CENTER BOND CONSTRUCTION PROJECT

PREPARED BY: Kathy Kiaunis, Finance Manager, Bond Program

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 Board Resolution 12-059, the Board of Directors adopted the findings and approved the exemption to authorize the use of the Construction Manager/General Contractor (CM/GC) alternative contracting method for Southeast Center's 2008 Bond Program work.

After a formal Request for Proposals process, per Resolution 12-075 (\$500,000), the Board awarded the CM/GC contract for the Southeast Center 2008 bond program to O'Neill/Walsh Community Builders. Resolutions to date, including 13-027 (\$26,749,147), 13-059 (\$905,525), 13-066 (\$2,362,460), 13-079 (\$683,613), 13-090 (\$1,100,000), 13-150 (\$3,897,009), 14-008 (\$472,214) and 14-100 (\$938,000) have authorized \$37,607,968 for work including the Library, Student Commons, Legin demolition, Mt. Tabor Kitchen and renovations, German American Society (GAS) renovations and demolitions, off-site improvements, and a project contingency.

In April 2012 the City of Portland approved the Southeast Center land use request, including additional parking to the north on the U-Haul site, which the College purchased in 2012. The College has been working with the Oregon Department of Transportation (ODOT) on an approval to confirm the property's access locations onto 82nd Avenue, and is now ready to demolish the existing U-Haul structure and build out approximately 81 parking

spaces. The guaranteed maximum price (GMP) for the improvements is \$740,929. A portion of the project, \$300,000, will be funded by the parking operations fund.

In addition, infrastructure upgrades to accommodate the Voice-Over-Internet Protocol (VOIP) system at Southeast will be completed this summer for a cost of \$118,509. The total authorization for these two projects is \$859,438.

This resolution plus the earlier authorizations total \$38,467,406. Construction is anticipated to be complete by Fall 2014.

RECOMMENDATION: That the Board of Directors authorize O'Neill/Walsh Community Builders to complete the north parking lot and VOIP improvements for \$859,438. The funds are from the 2008 Bond Program and the parking operations fund.

August 21, 2014

15-025

DESIGNATION OF SWAN ISLAND TRADES CENTER
AS A PCC INSTRUCTIONAL SITE

PREPARED BY: Dr. Christine Chairsell, Vice President, Academic and Student Affairs

APPROVED BY: Dr. Jeremy Brown, President

REPORT: The Northwest Commission on Colleges and Universities (NWCCU) requires institutions under its purview to notify the Commission when new instructional sites are established, and each governing board to approve the designation of those new college sites at which instruction will be conducted.

PCC's Swan Island Trades Center, created as a part of the 2008 voter-approved Bond program, will be completed in early September 2014, and instruction there will commence Fall Term 2014. The Center's address is 6400 N. Cutter Circle, Portland OR.

RECOMMENDATION: That the Board of Directors approve the designation of the Swan Island Trades Center as a PCC instructional site.

August 21, 2014

15-026

APPLY TO THE STATE BOARD OF EDUCATION FOR
APPROVAL OF THE CERTIFICATE IN ADVANCED
EMERGENCY MEDICAL TECHNICIAN FOR
PORTLAND COMMUNITY COLLEGE

PREPARED BY: Sally Earll, Curriculum Coordinator, Curriculum Support Services

FINANCIAL RESPONSIBILITY: John Saito, Division Dean, Allied Health, Emergency and Legal Services

APPROVED BY: Dr. Christine Chairsell, Vice President, Academic and Student Affairs
Dr. Jeremy Brown, President

REPORT: The proposed Certificate in Advanced Emergency Medical Technician (AEMT) is designed for currently licensed Oregon EMTs. The target for this certificate is EMTs serving in rural areas where communities have limited access to paramedics. The certificate is one of several within the EMT specialization area. The scope of care AEMTs provide is narrower than that of paramedics in that cannot provide advanced airway management or provide emergency cardiac life support. Yet, in order to provide a higher level of care than standard EMTs AEMTs must have a greater depth and breadth of knowledge in human anatomy, physiology, and pathophysiology, as well as more acute reasoning skills. Upon completion of the 20-credit certificate, completers must pass the National Registry of EMT: Advanced EMT cognitive and psychomotor examinations to be eligible for state licensure and certification. Development of the certificate was based upon a recommendation from the EMT Advisory Committee specifically, emergency service agencies from Washington County and Columbia County.

RECOMMENDATION: That the College be authorized to submit an application to the Oregon State Board of Education for the Certificate in Advanced Emergency Medical Technician for Portland Community College.

August 21, 2014

15-027

REVISE BOARD POLICY B 703 (SECOND 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 June 2014 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 C.

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 Second Reading the proposed revision to Policy B 703 as shown in Exhibit D and adopt Exhibit C as the College's guidelines for naming buildings for philanthropic purposes.

Portland Community College Foundation Philanthropic Naming Policy

Purpose

Significant gifts to support Portland Community College (PCC) offer the opportunity for the College and Foundation to recognize and honor a donor whose generosity advances the academic mission of the College, furthers its capacity to serve the community, and enhances the College's growth and reputation.

To pay tribute, PCC may recognize donors by ascribing to a building or other campus space, college program, faculty or staff position, or endowed scholarship the name of the donor when contributions are given in minimum amounts as specified in herein.

The purpose of this policy is to:

- Provide direction and guidelines for the Foundation Board in its work with the College Board to provide philanthropic naming opportunities.
- Provide the opportunity to appropriately recognize donors for their significant gifts in support of Portland Community College; and to
- Provide guidance to donors and PCC Foundation staff on the process and general gift minimums for naming opportunities.

Philanthropic naming is a poignant and prominent honor for an individual, entity or organization deemed worthy of such recognition. The act speaks to the judgment that is exercised by the College to align the name of an individual, entity or organization with traits that are considered commendable to PCC. As such, the credentials and reputation of the individual, entity or organization for which the naming of significant property is being considered will be appropriately reviewed during the nomination process. Further, the act of philanthropic naming will be consistent to assure that the amount of the contribution warrants the proposed recognition, and to maintain the equity in the relationship of donations for similar naming opportunities.

Naming opportunities (with the exception of endowed scholarships and program funds for excellence) are exclusively controlled and approved by the Board of Directors of PCC and PCC President as per College Naming Policy B703; the PCC Foundation will adhere to and support the College policies and processes. Changes to the PCC Foundation's Philanthropic Naming Policy will be reviewed with the College Board of Directors through the College Board Chair prior to any modifications being made.

The Foundation staff, Associate Vice President of College Advancement, and Foundation Board of Directors will in addition collaborate with the PCC President's office to:

- Raise major gifts to support PCC and actively cultivate and steward donors.
- Recommend and nominate donors who have given the appropriate level of charitable contributions for the honor of naming of a building / space, program, or faculty or staff position at PCC.
- Create, review and approve each philanthropic naming agreement before forwarding to the PCC President and PCC Board of Directors for approval.

Naming Process and Approvals

Since the naming process has a long-term impact on the College, the approval process is designed to ensure such action is in the best interest of the College.

All naming opportunities that involve private financial support will first be approved by the PCC Foundation Board before any action can be taken by the College review and approval process. Further, discussions with potential donors who seek naming opportunities will be conducted with the understanding that the PCC President and PCC Board of Directors reserve final approval of the naming. The exception is that endowed scholarships and program funds for excellence do not require approval by the PCC President or PCC Board of Directors, only the PCC Foundation.

Nominations/philanthropic naming proposals recommended and approved by the Foundation Board will be submitted in writing to the College President and Board of Directors.

Each philanthropic naming proposal will have a specific naming agreement prepared by the PCC Foundation outlining the naming provisions, recognition/stewardship, time duration, relevant history or experience suitable for nomination, significant honors and resume/bio of donor, and the expectations of the College and the donor. The Foundation Board will review and approve each naming agreement (involving financial contributions) before forwarding to the College President. The College President will perform the final review and forward to the College Board of Directors.

Each philanthropic naming agreement should reserve the right to rename or cancel naming agreements for dishonorable behavior that is inconsistent with the high stature and honor of the naming opportunity, and also should include the right to rename as future conditions might change (for example, the life of the building expires or the program is discontinued). If a renaming situation occurs, the College and Foundation should acknowledge, if appropriate, the first gift in some manner (such as a plaque or naming part of a new building). These guidelines recognize, however, that each philanthropic naming opportunity is a unique situation requiring agreement of the Foundation Board of Directors, the College Board of Directors, and the donor, and that the College Board should have the discretion to apply or depart from these guidelines.

Prior to the philanthropic naming approval, the College Board shall have reasonable assurance that:

- The proposed name shall bring honor and distinction to the College and
- Any philanthropic commitments connected with the naming shall be realized.

The designation of a naming shall not be publicly announced until final approval has been obtained as required by the PCC Board of Directors.

Minimum Gift Amounts and Pledge Period

The gift levels outlined below are intended as minimum amounts to name the respective opportunity; higher minimums may be set for specific opportunities. With approval from the College Board of Directors, the PCC Foundation Board may adjust these minimums to reflect market conditions.

Irrevocable pledges to be paid over a period of time are acceptable; typically up to five years unless otherwise approved by the PCC President and PCC Board of Directors. The terms of payment will be outlined in the naming agreement. Naming opportunities may be considered through an irrevocable deferred gift at the discounted present value. Combinations of irrevocable planned gifts and cash may be considered under the right circumstances.

Facilities / Space / Equipment Naming Guidelines

In general, it is expected that a donor will make a contribution of at least \$1 million before being offered a building naming opportunity. Higher minimum amounts may be set for specific opportunities and/or minimums can be adjusted in the future by the College Board of Directors.

Contributions do not have to be directly attributable to the costs of facility construction or renovation but may be directed to other philanthropic purposes at the College (scholarships, program support, etc.).

In addition, the PCC Foundation may propose naming opportunities smaller than a building in recognition of appropriate philanthropic gifts. Such naming opportunities may include space within a building (classrooms, labs), portable items (equipment or collections), tribute markers (gardens, benches), etc. These naming opportunities may be considered for philanthropic gifts that support the direct costs of these spaces or for other gifts to scholarships, program support or other areas. Decisions regarding such recognition will be made in accordance with the approval process contained in this policy.

The Foundation Board recognizes that it might be appropriate, from time to time, to recognize a donor with a naming opportunity if the donor has a significant cumulative giving history, or may have provided additional extraordinary services to the College or community, or the gift could be considered pivotal for the overall success of a campaign. These caveats will be disclosed and outlined to the College Board in presenting the naming agreement for consideration.

Program Naming Guidelines

Programs of the College can also be named following the Foundation's general naming guidelines and the College Naming Policy B703. Program naming opportunities should be intended for long-term endowment gift proposals, but could be suggested to the donor for offers of support for a program for a lesser, finite number of years. Program naming gift amounts may differ from program to program and should be at least five times the program's annual budget (total equipment, salaries and benefits, materials and supplies). Naming agreements should take into consideration the amount needed to create, sustain, and/or significantly advance the program now and in the future. Program naming opportunities may also be considered for philanthropic gifts directed to areas other than the named program, for example, scholarships or facilities.

Faculty/Staff Position Naming Guidelines

Faculty and staff positions at the College can also be named to honor a donor's philanthropic gift. Faculty/staff position naming opportunities should be intended for long-

term endowment proposals and other forms of recognition, but could be suggested to the donor for offers of support for a program for a lesser, finite number of years. In general, \$500,000 would be considered the minimum contribution for a faculty or staff position naming opportunity.

Naming agreements for faculty/staff positions should be prepared focusing on particular fields and/or positions that are broad in nature and that are considered to be integral and necessary for the institution now and in the future.

Charitable gifts recognized by a named faculty or staff position can support existing or new positions and can be used to advance the position as the college sees fit, utilizing the earnings for salary or for support, training, or adjunct activities related to the position. In addition, the College may consider faculty or staff position naming opportunities for philanthropic gifts directed to areas other than the named position, such as gifts to scholarships or programs.

A donor may not require, as a condition to a donation that a particular individual be named to, or retained in, a named position. If a new position is established, the College will conduct a search to fill the position with the best qualified candidate who meets the honor and stature that the named position confers. Holders of the named position must continue to meet job/position requirements and will be required to relinquish the named position when leaving the institution or when changing roles within the College.

Guidelines for Naming Endowed Scholarships or Program Funds for Excellence

Naming opportunities are available for endowed scholarships or program funds for excellence. Endowed scholarships or program funds for excellence provide benefits in perpetuity by preserving the corpus of a gift and using fund earnings for student scholarships or other designated program needs. Endowed scholarship and program funds for excellence will have a specific fund agreement approved by the PCC Foundation Managing Director or other appropriate executive officer and the PCC Foundation Finance Committee. Approvals from the PCC President or College Board of Directors are not required for the creation of endowed scholarship or program funds for excellence.

In order for a fund or scholarship to be “endowed” it must contain a minimum principal amount of \$25,000. Donors wishing to build endowed funds are expected to make regular contributions to the fund, with the goal of reaching the minimum endowed level within five (5) years. If the fund does not reach the endowed level within five (5) years the funds shall be placed in any other Foundation fund as determined by the Foundation Board, taking into account the original intent of the donor.

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 by the PCC Foundation outlining the naming provisions, recognition/stewardship, time duration, relevant history or experience suitable for nomination, significant honors and resume/bio

of donor, and the expectations of the College and the donor. The Foundation Board will review and approve each naming agreement (involving financial contributions) before forwarding to the College President. The College President will perform the final review and forward to the College Board of Directors.

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. These conditions will be set forth in the naming agreement.

August 21, 2014

15-028

ADOPTION OF THE COLLEGE CALENDAR OF
INSTRUCTION FOR 2014 - 2015 THROUGH 2018 - 2019

PREPARED BY: Dr. Christine Chairsell, Vice President, Academic and Student
Affairs

APPROVED BY: Dr. Jeremy Brown, President

REPORT: The academic year, as defined in the Faculty and Academic Professional Agreement, runs Fall term through Summer term. The change back to a 16-month calendar for the published Five-Year Academic Calendar was made in the interest of accurately reflecting the academic year as it relates to the employment of faculty and staff, and due to the importance that cycle holds for their planning and scheduling.

RECOMMENDATION: That the Board of Directors approve the attached Portland Community College 16- Month Calendar of Instruction 2014- 15 through 2018-19, Exhibit E.

**Portland Community College Five-Year Academic Calendar
2014-15 through 2018-19**

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
SUMMER TERM					
Teaching Days	53	54	54	53	53
Classes Begin	Mon 6/23	Mon 6/22	Mon 6/20	Mon 6/26	Mon 6/25
End of Term	Sun 9/7	Sun 9/6	Sun 9/4	Sun 9/10	Sun 9/9
Final Grades Must be submitted by 5:00 p.m.	Mon 9/8	Tue 9/8	Tue 9/6	Mon 9/11	Mon 9/10
Holidays	Fri 7/4 Mon 9/1	Fri 7/3 Mon 9/7	Mon 7/4 Mon 9/5	Wed 7/4 Mon 9/4	Wed 7/4 Mon 9/3
FALL TERM					
Teaching Days	56	56	56	56	56
Classes Begin	Mon 9/22	Mon 9/21	Mon 9/26	Mon 9/25	Mon 9/24
End of Term	Sun 12/14	Sun 12/13	Sun 12/18	Sun 12/17	Sun 12/16
Final Grades Must be submitted by 5:00 p.m.	Mon 12/15	Mon 12/14	Mon 12/19	Mon 12/18	Mon 12/17
Classes will be held on	Sat 11/29 Sun 11/30	Sat 11/28 Sun 11/29	Sat 11/26 Sun 11/27	Sat 11/25 Sun 11/26	Sat 11/24 Sun 11/25
District Inservice	Mon 9/15	Mon 9/14	Mon 9/19	Mon 9/18	Mon 9/17
Campus Inservice	Wed 9/16	Tue 9/15	Tue 9/20	Tue 9/19	Tue 9/18
SAC Inservice	Thu 9/18 Wed 10/29	Thu 9/17 Tue 10/27	Thu 9/22 Wed 10/26	Thu 9/21 Wed 10/25	Thu 9/20 Wed 10/24
Holidays	Tue 11/11 Thu 11/27 Fri 11/28	Wed 11/11 Thu 11/26 Fri 11/27	Fri 11/11 Thu 11/24 Fri 11/25	Mon 11/10 Thu 11/23 Fri 11/24	Mon 11/12 Thu 11/22 Fri 11/23
WINTER TERM					
Teaching Days	54	54	54	54	54
Classes Begin	Mon 1/5	Mon 1/4	Mon 1/9	Mon 1/8	Mon 1/7
End of Term	Sun 3/22	Sun 3/20	Sun 3/26	Sun 3/25	Sun 3/24
Final Grades Must be submitted by 5:00 p.m.	Mon 3/23	Mon 3/21	Mon 3/27	Mon 3/26	Mon 3/25
Non-Contract Day	Mon 1/19	Mon 1/18	Mon 1/16	Mon 1/15	Mon 1/21
Holidays	Mon 1/19	Mon 1/18	Mon 1/16	Mon 1/15	Mon 1/21
SPRING TERM					
Teaching Days	53	53	53	53	53
Classes Begin	Mon 3/30	Mon 3/28	Mon 4/3	Mon 4/2	Mon 4/1
End of Term	Sun 6/14	Sun 6/12	Sun 6/18	Sun 6/17	Sun 6/16
Final Grades Must be submitted by 5:00 p.m.	Mon 6/15	Mon 6/13	Mon 6/19	Mon 6/18	Mon 6/17
SAC Inservice	Tue 4/28	Tue 4/26	Tue 4/25	Tue 4/24	Tue 4/30
Holidays	Mon 5/25	Mon 5/30	Mon 5/29	Mon 5/28	Mon 5/27
Graduation	Fri 6/12	Fri 6/10	Fri 6/16	Fri 6/15	Fri 6/14

**PORTLAND COMMUNITY COLLEGE
Calendar of Instruction 2014-2015**

16-Month Calendar

Calendar for 16 month employees and for programs and classes with variable starting dates and lengths.

June - 2014							July - 2014							August - 2014							September - 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	H	5	3	4	5	6	7	8	9	7	H	2	3	4	5	6	
8	9	10	11	12	13	14	6	7	8	9	10	11	12	10	11	12	13	14	15	16	14	15	16	17	18	19	20
15	16	17	18	19	20	21	13	14	15	16	17	18	19	17	18	19	20	21	22	23	21	22	23	24	25	26	27
22	23	24	25	26	27	28	20	21	22	23	24	25	26	24	25	26	27	28	29	30	28	29	30				
29	30						27	28	29	30	31			31													
October - 2014							November - 2014							December - 2014							January - 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1		1	2	3	4	5	6					H	2	3	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	H	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	H	H	H	27	18	H	20	21	22	23	24
26	27	28	29	30	31	23	24	25	26	H	H	29	28	29	30	31				25	26	27	28	29	30	31	
							30																				
February - 2015							March - 2015							April - 2015							May - 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
							29	30	31				26	27	28	29	30		24	H	26	27	28	29	30		
																			31								
June - 2015							July - 2015							August - 2015							September - 2015						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	1	2	3	4	H	4							1			1	2	3	4	5	
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	H	8	9	10	11	12
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	27	28	29	30				
													30	31													

- Classes begin or end
- Inservice
- SAC Inservice
- H** Days on which the college is generally closed except for emergency services
- Non-working days for 180-day contracted instructors unless assigned to fulfill the 180-day contract.

- Holidays:
- Independence Day July 4, 2014
 - Labor Day September 1, 2014
 - Veterans Day November 11, 2014
 - Thanksgiving Day November 27, 2014
 - Day after Thanksgiving November 28, 2014
 - Day before Christmas December 24, 2014
 - Christmas Day December 25, 2014
 - Day after Christmas December 26, 2014
 - New Year's Day January 1, 2015
 - Martin Luther King Day* January 19, 2015
 - Memorial Day May 25, 2015
 - Labor Day September 7, 2015

Faculty Contract Days:
 163 Instructional Days
 13 Non-teaching Contract Work
 4 Holidays
 180 Instructional Days

All holidays are subject to bargaining contracts.
 *Non-Contract Day

SAC Chair and Administrative Support Meeting: September 15, 2014 from 1:00 - 4:00
College-wide Inservice Day: September 15, 2014
Campus Inservice Day: September 16, 2014
SAC Inservice Days: October 29, 2014 & April 28, 2015

**PORTLAND COMMUNITY COLLEGE
Calendar of Instruction 2015-2016**

16-Month Calendar

Calendar for 16 month employees and for programs and classes with variable starting dates and lengths.

June - 2015							July - 2015							August - 2015							September - 2015							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6	1			1	2	H	4							1			1	2	3	4	5	
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	H	8	9	10	11	12	
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	(14)	(15)	16	(17)	18	19	
21	(22)	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	(21)	22	23	24	25	26	
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30				
														30	31													
October - 2015							November - 2015							December - 2015							January - 2016							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						H	2	
4	5	6	7	8	9	10	8	9	10	H	12	13	14	6	7	8	9	10	11	12	3	(4)	5	6	7	8	9	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
18	19	20	21	22	23	24	22	23	24	25	H	H	28	20	21	22	23	H	H	26	17	H	19	20	21	22	23	
25	26	(27)	28	29	30	31	29	30						27	H	29	30	31			24	25	26	27	28	29	30	
																					31							
February - 2016							March - 2016							April - 2016							May - 2016							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6			1	2	3	4	5						1	2	1	2	3	4	5	6	7	
7	8	9	10	11	12	13	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
28	29						27	(28)	29	30	31			24	25	(26)	27	28	29	30	29	H	31					
June 2016							July - 2016							August - 2016							September - 2016							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4						1	2		1	2	3	4	5	6						1	2	3
5	6	7	8	9	10	11	3	H	5	6	7	8	9	7	8	9	10	11	12	13	4	H	6	7	8	9	10	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
19	(20)	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	(19)	(20)	21	(22)	23	24	
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				25	(26)	27	28	29	30		
							31																					

- Classes begin or end
- Inservice
- SAC Inservice
- H** Days on which the college is generally closed except for emergency services
- Non-working days for 180-day contracted instructors unless assigned to fulfill the 180-day contract.

- Holidays:
- Independence Day July 3, 2015
 - Labor Day September 7, 2015
 - Veterans Day November 11, 2015
 - Thanksgiving Day November 26, 2015
 - Day after Thanksgiving November 27, 2015
 - Day before Christmas December 24, 2015
 - Christmas Day December 25, 2015
 - Day after Christmas December 28, 2015
 - New Year's Day January 1, 2016
 - Martin Luther King Day* January 18, 2016
 - Memorial Day May 30, 2016
 - Independence Day July 4, 2016
 - Labor Day September 5, 2016

Faculty Contract Days:

- 163 Instructional Days
- 13 Non-teaching Contract Work
- 4 Holidays
- 180 Instructional Days

All holidays are subject to bargaining contracts.
*Non-Contract Day

SAC Chair and Administrative Support Meeting: September 14, 2015 from 1:00 - 4:00
College-wide Inservice Day: September 14, 2015
Campus Inservice Day: September 15, 2015
SAC Inservice Days: October 27, 2015 & April 26, 2016

**PORTLAND COMMUNITY COLLEGE
Calendar of Instruction 2016-2017**

16-Month Calendar

Calendar for 16 month employees and for programs and classes with variable starting dates and lengths.

June 2016							July - 2016							August - 2016							September - 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	3	H	5	6	7	8	9	7	8	9	10	11	12	13	4	H	6	7	8	9	10
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
							31																				
October - 2016							November - 2016							December - 2016							January - 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3	1	H	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	H	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	H	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	H	H	26	18	19	20	21	22	H	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30				25	H	H	28	29	30	31	29	30	31				
30	31																										
February - 2017							March - 2017							April - 2017							May - 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4				1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28					26	27	28	29	30	31	23	24	25	26	27	28	29	28	H	30	31				
														30													
June 2017							July - 2017							August - 2017							September - 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1			1	2	3	4	5							1	2
4	5	6	7	8	9	10	2	3	H	5	6	7	8	6	7	8	9	10	11	12	3	H	5	6	7	8	9
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
							30	31																			

- Classes begin or end
- Inservice
- SAC Inservice
- H** Days on which the college is generally closed except for emergency services
- Non-working days for 180-day contracted instructors unless assigned to fulfill the 180-day contract

- Holidays:
- Independence Day July 4, 2016
 - Labor Day September 5, 2016
 - Veterans Day November 11, 2016
 - Thanksgiving Day November 26, 2016
 - Day after Thanksgiving November 24, 2016
 - Day before Christmas December 23, 2016
 - Christmas Day December 25, 2016
 - Day after Christmas December 27, 2016
 - New Year's Day January 2, 2017
 - Martin Luther King Day* January 16, 2017
 - Memorial Day May 29, 2017
 - Independence Day July 4, 2017
 - Labor Day September 4, 2017

Faculty Contract Days:
 163 Instructional Days
 13 Non-teaching Contract Work
 4 Holidays
 180 Instructional Days

All holidays are subject to bargaining contracts.
 *Non-Contract Day

SAC Chair and Administrative Support Meeting: September 19, 2016 from 1:00 - 4:00
College-wide Inservice Day: September 19, 2016
Campus Inservice Day: September 20, 2016
SAC Inservice Days: October 26, 2016 & April 25, 2017

**PORTLAND COMMUNITY COLLEGE
Calendar of Instruction 2017-2018**

16-Month Calendar

Calendar for 16 month employees and for programs and classes with variable starting dates and lengths.

June - 2017							July - 2017							August - 2017							September - 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
4	5	6	7	8	9	10	2	3	H	5	6	7	8	6	7	8	9	10	11	12	3	H	5	6	7	8	9
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
							30	31																			
October - 2017							November - 2017							December - 2017							January - 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2	H	2	3	4	5	6	
8	9	10	11	12	13	14	5	6	7	8	9	H	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	H	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	H	H	25	17	18	19	20	21	H	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	H	H	27	28	29	30	28	29	30	31			
														31													
February - 2018							March - 2018							April - 2018							May - 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5	
4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28				25	26	27	28	29	30	31	29	30						27	H	29	30	31		
June - 2018							July - 2018							August - 2018							Sept - 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2		1	2	3	H	5	6	7			1	2	3	4							1	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	H	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	23	24	25	26	27	28	29	

- Classes begin or end
- Inservice
- SAC Inservice
- Days on which the college is generally closed except for emergency services
- Non-working days for 180-day contracted instructors unless assigned to fulfill the 180-day contract.

Holidays:

- Independence Day July 4, 2017
- Labor Day September 4, 2017
- Veterans Day November 10, 2017
- Thanksgiving Day November 23, 2017
- Day after Thanksgiving November 24, 2017
- Day before Christmas December 22, 2017
- Christmas Day December 25, 2017
- Day after Christmas December 26, 2017
- New Year's Day January 1, 2018
- Martin Luther King Day* January 15, 2018
- Memorial Day May 28, 2018

Faculty Contract Days:

- 163 Instructional Days
- 13 Non-teaching Contract Work
- 4 Holidays
- 180 Instructional Days

- Independence Day July 4, 2018
- Labor Day September 3, 2018

All holidays are subject to bargaining contracts.
*Non-Contract Day

SAC Chair and Administrative Support Meeting: September 18, 2017 from 1:00 - 4:00
College-wide Inservice Day: September 18, 2017
Campus Inservice Day: September, 19, 2017
SAC Inservice Days: October 25, 2017 & April 24, 2018

**PORTLAND COMMUNITY COLLEGE
Calendar of Instruction 2018-2019**

16-Month Calendar

Calendar for 16 month employees and for programs and classes with variable starting dates and lengths.

June - 2018							July - 2018							August - 2018							Sept - 2018							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2	1	2	3	H	5	6	7				1	2	3	4							1	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	H	4	5	6	7	8	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	23	24	25	26	27	28	29		
																					30							
October - 2018							November - 2018							December - 2018							January - 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6					1	2	3							1				H	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
14	15	16	17	18	19	20	11	H	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
21	22	23	24	25	26	27	18	19	20	21	H	H	24	16	17	18	19	20	21	22	20	H	22	23	24	25	26	
28	29	30	31				25	26	27	28	29	30	23	H	H	H	27	28	29	27	28	29	30	31				
													30	31														
February - 2019							March - 2019							April - 2019							May - 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2						1	2		1	2	3	4	5	6					1	2	3	4
3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	
10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	
17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	
24	25	26	27	28			24	25	26	27	28	29	30	28	29	30				26	H	28	29	30	31			
							31																					
June - 2019							July - 2019							August - 2019							Sept - 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1		1	2	3	H	5	6						1	2	3	1	H	3	4	5	6	7
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31	29	30						
30																												

- Classes begin or end
- Inservice
- SAC Inservice
- H** Days on which the college is generally closed except for emergency services
- Non-working days for 180-day contracted instructors unless assigned to fulfill the 180-day contract.

- Holidays:**
- Independence Day July 4, 2018
 - Labor Day September 3, 2018
 - Veterans Day November 12, 2018
 - Thanksgiving Day November 22, 2018
 - Day after Thanksgiving November 23, 2018
 - Day before Christmas December 24, 2018
 - Christmas Day December 25, 2018
 - Day after Christmas December 26, 2018
 - New Year's Day January 1, 2019
 - Martin Luther King Day* January 21, 2019
 - Memorial Day May 27, 2019
 - Independence Day July 4, 2019
 - Labor Day September 2, 2019

Faculty Contract Days:
 163 Instructional Days
 13 Non-teaching Contract Work
 4 Holidays
 180 Instructional Days

All holidays are subject to bargaining contracts.
 *Non-Contract Day

SAC Chair and Administrative Support Meeting: September 17, 2018 from 1:00 - 4:00
College-wide Inservice Day: September 17, 2018
Campus Inservice Day: September 18, 2018
SAC Inservice Days: October 25, 2017 & April 24, 2018

August 21, 2014

15-029

ADOPT THE UPDATED INVESTMENT STANDARDS
AND PRACTICES FOR PORTLAND COMMUNITY
COLLEGE

PREPARED BY: Dee Wilson, Bursar & Treasury Manager, Financial Services

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

REPORT: ORS 294.035 and Portland Community College Board Policy B502 require the Investment Officer of the college to review and update our investment standards and practices periodically and to solicit input from the Oregon Short Term Fund Board.

The Board last approved the revisions to the PCC Investment Standards and Practices in September 2010 (11-020).

The proposed revisions serve to strengthen internal controls related to PCC's Cash and Investment Program, covered under Board Policy B 502, and to better align with the Oregon Short Term Fund Board's (OSTFB) recommended best practices

On July 8, 2014, treasury staff presented the revised Investment Standards and Practices, included in the Exhibit A of this resolution, to the OSTFB for review. Favorable and supportive comments were received, with two minor revisions.

RECOMMENDATION: That the Board adopts the revised Investment Standards and Practices in Exhibit F.



Investment Standards and Practices

I) Scope

These Standards and Practices hereinafter referred to as the "investment policy", apply to activities of the Portland Community College District (PCC) with regard to the investment of all financial assets, including bond proceeds. These funds are accounted for in PCC's Comprehensive Annual Financial Report (CAFR). The amount of funds falling within the scope of this investment policy over the next three years, including bond proceeds, is expected to range between \$100 million and \$370 million.

II) Governing Authority

PCC's investment program shall be operated in conformance with PCC's Board Policy B502, Oregon Revised Statutes and applicable Federal Law. Specifically, this investment policy is written in conformance with ORS 294.035; 294.040; 294.052; 294.135; 294.145; and 294.810. Any revisions or extensions of these sections of the ORS shall be assumed to be part of this investment policy immediately upon being enacted. The College may, without competitive bidding, contract for the purpose of the investment or borrowing of funds when such investment or borrowing is contracted pursuant to duly enacted statute.

III) Objectives

The primary objectives, in priority order, of investment activities shall be:

- A) **Preservation of capital:** Investments shall be undertaken in a manner that ensures the preservation of capital in the portfolio. The objective will be to mitigate credit risk and interest rate risk.
 - 1) **Credit Risk:** The risk of default may be mitigated by investing in high-grade securities, and diversifying the investment portfolio so that potential losses on individual securities will be minimized.
 - 2) **Interest Rate Risk:** The risk that the market value of securities in the portfolio will decline due to changes in interest rates shall be mitigated by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations.
- B) **Liquidity:** Investments shall be undertaken in a manner that seeks to ensure sufficient liquidity to meet all anticipated operating requirements, including construction draws of bond proceeds.
- C) **Diversification:** Investments shall be undertaken in a manner that reduces unnecessary risk by avoiding over concentration in specific security types, issuance, issuer, industries, and, to the extent permitted by cash requirements, maturity ranges.
- D) **Yield:** The Investment Officer shall maintain a maximum rate of return throughout budgetary and economic cycles given the constraints and spirit of these Standards and Procedures.

IV) Prudence

The standard of prudence to be used by investment officials shall be the "prudent person" standard, which states, *"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as the income to be derived."* The prudent person standard shall be applied in the context of managing the overall portfolio.

V) Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. Disclosure shall be made to the governing body. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of PCC. Officers and employees shall, at all times, comply with the State of Oregon Government Standards and Practices code of ethics set forth in ORS Chapter 244.

VI) Indemnification

The district shall indemnify, hold harmless and defend Investment Officers and any College employees engaged in investment activities from personal liability for losses that may occur during the course of administering these Investment Standards and Procedures, provided deviations from expectations are reported and appropriate action is taken to control adverse developments within a timely fashion as defined in this investment policy.

VII) Governing Body

The PCC Board of Directors will retain ultimate fiduciary responsibility for invested funds. Monthly reports will be prepared and provided to the Board upon request, pursuant to, and with sufficient detail to comply with ORS 294.085 and 294.155.

VIII) Delegation of Authority

The Vice President for Administrative Services and Associate Vice President of Financial Services shall be responsible for oversight of the investment program, and the Treasury Manager shall serve as the Investment Officer. The Investment Officer will invest per the terms in this standards and procedures, and per the terms in the following: ORS 294.035 to 294.053, 294.125 to 294.145, and 294.810. The Investment Officer may delegate to specified treasury position(s) the authority to conduct transactions on behalf of PCC, subject to the Investment Standards and Practices contained herein. Delegation of authority shall be in writing. The Investment Officer and treasury staff members authorized to conduct transactions must be bonded individuals.

IX) Internal Controls

The investment officer and AVP of Finance are responsible for establishing and maintaining an adequate internal control structure designed to reasonably assure that invested funds are invested within the parameters of these investment standards and, protected from loss, theft or misuse. A written internal control policy shall be reviewed and updated periodically by the Investment Officer.

- A) The concept of reasonable assurance recognizes that the cost of a control should not exceed benefits likely to be derived and the valuation of costs and benefits requires estimates and judgments by management. Internal controls shall address the following points:
1. Compliance with Investment Standards and Practices, investment diversification by type and maturity
 2. Control of collusion.
 3. Separation of transaction authority from accounting and record keeping.
 4. Avoidance of physical delivery of securities when possible and address control requirements for physical delivery

5. Clear delegation of authority to subordinate staff members.
6. Confirmation of transactions for investments and wire transfers in written or digitally verifiable electronic form.
7. Dual authorizations of non-repetitive wire and automated clearing house transfers
8. Staff training
9. Review, maintenance and monitoring of automated and manual security procedures.

X) Audits

An external auditor shall provide an annual independent review of the College investments to assure compliance with Oregon state law, PCC policies and procedures and internal controls. Such audit will include tests deemed appropriate by the auditor.

XI) Broker/Dealer Qualification and Review

The Investment Officer shall determine which Broker/Dealer firms and registered representatives are authorized for the purposes of investing funds within the scope of this investment policy. The following minimum criteria must be met before Broker/Dealer firms and affiliated registered representatives are authorized to execute investment transactions. The Investment Officer may impose more stringent criteria.

- A) A list will be maintained of approved Broker/Dealer firms and affiliated registered representatives. Broker/Dealer firms must meet the following minimum criteria:
 1. Must be registered with the Securities and Exchange Commission (SEC)
 2. Must be registered with the Financial Industry Regulatory Authority (FINRA)
 3. Must provide most recent audited financials
 4. Must provide FINRA Focus Report filings

- B) Approved Broker/Dealer employees who execute transactions with the College must meet the following minimum criteria:
 1. Must be a registered representative with the Financial Industry Regulatory Authority (FINRA)
 2. Must be licensed by the state of Oregon
 3. Certification, in writing, of having read, understood and agreed to comply with the most current version of this investment standards and procedures

- C) Annual review of all authorized Broker/Dealers and their registered representatives will be conducted by the Investment Officer. Factors to consider include:
 1. Pending investigations by securities regulators
 2. Significant changes in net capital
 3. Pending customer arbitration cases
 4. Regulatory enforcement actions

XII) Depositories and Collateralization

All financial institutions who desire to become depositories must be qualified Oregon Depositories pursuant to ORS Chapter 295.

XIII) Competitive Bids

- A. The Investment Officer shall obtain and follow a protocol to receive competitive bid information on all investments purchased or sold in the secondary market. Competitive bids or offers should be obtained, when possible, from at least three separate brokers/financial institutions or through the use of a nationally recognized trading platform.
- B. In the instance of a security for which there is no readily available competitive bid or offering on the same specific issue, then the Investment Officer shall document quotations for comparable or alternative securities.
- C. When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities as the same original issue price. However, the Investment Officer is encouraged to follow internal protocols for quotations on comparable securities.
- D. The Investment Officer shall routinely monitor the contents of the portfolio comparing the holdings to the markets, relative values of competing instruments, changes in credit quality, and benchmarks. If there are advantageous transactions, the portfolio may be adjusted accordingly.

XIV) Safekeeping and Custody

All trades of marketable securities will be executed (cleared and settled) by delivery vs. payment (DVP) to ensure that securities are deposited in PCC’s safekeeping institutions prior to the release of funds.

Securities will be held by independent third-party safekeeping institutions selected by PCC. All securities will be evidenced by safekeeping receipts in PCC’s name. Upon request, the safekeeping institutions shall make available a copy of its Statement on Standards for Attestation Engagements (SSAE) No. 16.

XV) Diversification by Security Type and Institution

It is the policy of the College to diversify its investments. Where appropriate, exposures will be limited by security type, maturity, issuance and issuer. In accordance with ORS Sections 294.035, 294.040, 294.052 and 294.810, the following securities are authorized for purchase.

A. Investment Instruments	Max. Percent of Portfolio
1. U.S. Treasury Obligations	100%
2. Securities of U.S. Government Agencies and Instrumentalities	75%
Investment in U.S. Government Agencies and Instrumentalities shall be limited to a maximum of 25% per entity.	
3. Bankers' Acceptances	25%
Bankers' acceptances issued by qualified financial institutions as defined in ORS Section 294.035 (h)(B) , which have obtained a rating of A1 (Standard and Poor's) or P1 (Moody's), or an equivalent rating by any nationally recognized rating agency, must meet the same asset requirements as those discussed	

under *Repurchase Agreements*.

4. Time Certificates of Deposit (TCD) 25%

TCD's must be FDIC insured, and collateralized in accordance with ORS Chapter 295.001 to 295.108. Exception to the yield objective and asset requirements (discussed under Repurchase Agreements) may be made for deposits in financially sound community banks for up to the current FDIC insurance limit per institution.

No more than 25% of PCC's total investable funds shall be held in deposits or investment instruments which represent the liability of a single commercial bank or bank holding company.

Bank demand deposits in qualified depository institutions are considered cash vehicles and not investments and are therefore outside the scope of this investment policy. Pursuant to ORS 294.035(3)(d), time deposits, certificates of deposit and savings accounts are considered investments and within the scope of this investment policy.

5. Corporate Indebtedness 35%

Commercial paper must be rated A1 by Standard & Poors or P1 by Moody's, or an equivalent rating by any nationally recognized rating agency. Corporate notes, bonds and debentures must be rated AA or better by Standard & Poor's or Aa or better by Moody's, or an equivalent rating by any nationally recognized rating agency.

The minimum weighted average credit rating of the portfolio's rated investments shall be Aa/AA/AA by Moody's Investors Service; Standard & Poor's; and Fitch Ratings Service respectively or an equivalent rating agency. Corporate indebtedness is subject to a valid registration statement on file with the SEC or issued under the authority of section 3(a)(2) or 3(a)(3) of the Securities Act of 1933 as amended. Corporate indebtedness must be issued by a commercial, industrial or utility business enterprise, or by or on behalf of a financial institution.

Investment in corporate indebtedness shall be limited to a maximum of 5% for one corporate entity (including any related affiliates) and 20% by industry sector.

6. Repurchase Agreements 25%

In accordance with ORS Section 294.035(11), investments in repurchase agreements must be for no more than seven (7) days and must be at least 102% collateralized by direct U.S. Government or U.S. Government agency securities. Banking institutions from which repurchase agreements are purchased must have holding company assets of at least \$5 billion and execute a master repurchase agreement with the College. PCC will not enter into any reverse repurchase agreements.

7. Regional, State, and Municipal Debt Obligations 25%

PCC will limit its purchases to lawfully issued debt obligations of the agencies and instrumentalities of the State of Oregon and its political subdivisions that have a long-term rating of A or an equivalent rating or better or are rated on the settlement date in the highest category for short-term municipal debt by a nationally recognized statistical rating organization.

Per ORS 294.040, the bonds of issuers listed in ORS 294.035 (3)(a) to (c) may

be purchased only if there has been no default in payment of either the principal or the interest on the obligations of the issuing county, port, school district or city, for a period of five years next preceding the date of the investment.

- 8. Investment Pools – PCC may participate, up to the legal limit, in the Local Government Investment Pool (LGIP) as authorized under ORS Section 294.810. 75%*
- B. If additional types of securities are considered for investment, per Oregon state statute, they will not be eligible for investment until these standards have been amended and the amended version is adopted by the college.
- C. The value of at least 10% of funds from the general fund, available for investing, to meet budgeted operating expenditures will be invested in the Oregon Short Term Fund or investments maturing in less than 90 days to provide sufficient liquidity.

XVI) Market Liquidity

The Investment Officer shall take reasonable steps to improve secondary market liquidity by limiting the par amount invested* in a specific debt issuance. Recommended guidelines include:

<u>Issue Type</u>	<u>Maximum of issuance (par)</u>
US Agency Securities	50%
Corporate Commercial Paper	50%
Corporate Notes and Bonds	25%
Municipal Bonds	50%

* Issued under a single CUSIP.

XVII) Maximum Callable Exposure

The maximum percent of callable securities in the portfolio shall be 50%.

XVIII) Investment Maturity

The maximum stated final maturity of individual securities in the portfolio shall be five (5) years, except as otherwise stated in this investment policy. The maximum portfolio average maturity (measured with stated final maturity) shall be 2.5 years.

Investments shall not be made predicated upon selling the security prior to maturity. The Investment Officer may adjust the contents of the portfolio based on the available markets and the relative values of competing instruments.

XIX) Total Prohibitions

Purchase of standby commitments or forward commitments in excess of 14 business days (in accordance with ORS Section 294.145 are specifically prohibited.

Securities not specifically addressed by this investment policy are prohibited for investment purposes.

XX) Interest Rate Risk:

Interest rate risk will be mitigated by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes.

- A) The following strategies will be employed to control and mitigate adverse changes in the market value of the portfolio due to changes in interest rates:
1. Investment maturities should be matched with expected cash outflows to mitigate market risk.
 2. Investment maturities not matched with cash outflows, including liquid investments under one year, should be staggered to mitigate re-investment risk.
 3. No commitments to buy or sell securities may be made more than 14 days prior to the anticipated settlement date, or receive a fee other than interest for future deliveries.
 4. The maximum percent of callable securities in the portfolio shall be 50%.

XXI) Securities Lending Prohibited

The College shall not lend securities nor directly participate in a securities lending program.

XXII) Investment of Bond Proceeds

The Investment Officer will determine the investments best suited for the bond proceeds. These investments will be segregated for both tracking and arbitrage purposes within the district's overall portfolio and invested in a manner consistent with this investment policy, Internal Revenue Service requirements, trust indentures, if any, Oregon Revised Statutes (Chapter 294) and expected drawdown schedules. This provision also applies to bond proceeds received in defeasance of previously issued debt.

XXIII) Portfolio Monitoring, Reporting and Compliance

The Investment Officer shall routinely monitor the contents of the portfolio comparing the holdings to the markets, relative values of competing instruments, changes in credit quality, and benchmarks. If there are advantageous transactions, the portfolio may be adjusted accordingly.

A quarterly report of investment performance will be prepared at the direction of the Investment Officer and distributed to the Vice President of Administrative Services, Associate Vice President of Financial Services. The report will contain investments classified on a principal basis.

- A) The report will include, at a minimum, the following:
1. A listing of all investments held during the reporting period showing: par value, principal, accounting book value, market value, type of investment, issuer, credit ratings and yield to maturity
 2. Average maturity of the portfolio
 3. Maturity distribution of the portfolio
 4. Average portfolio credit quality
 5. Average weighted yield to maturity
 6. Distribution by type of investment.
 7. Distribution of transactions among financial counterparties such as Broker/Dealers.
 8. Violations of portfolio guidelines or non-compliance issues

XXIV) Benchmark

The Investment Officer shall benchmark monthly portfolio performance duration against available indices which accurately reflect the composition of the investment portfolio, such as the Local

Government Investment Pool. Other indices which may be used include a nationally recognized 3 month Treasury Bill index or a 1-3 Year Us Government/Corporate AA Rated index.

XXV) Accounting Method and Pricing

PCC shall comply with all required legal provisions and Generally Accepted Accounting Principles (GAAP). The accounting principles are those contained in the pronouncements of authoritative bodies including but not necessarily limited to, the American Institute of Certified Public Accountants (AICPA); the Government Accounting Standards Board (GASB); the General Accounting Office (GAO); and the Financial Accounting Standards Board (FASB).

Market valuations shall be obtained for all portfolio holdings on a monthly basis and recorded in the investment performance report for the portfolio. Accounting will record the market value of portfolio holdings as of fiscal year end, each year on June 30.

XXVI) Procedural Review

The investment policy shall be updated periodically as necessitated by material changes in legislative and administrative rules or in the College’s investment strategies. In accordance with ORS Section 294.135a, all changes will be submitted to the Oregon Short Term Fund Board for comment prior to review and re-adoption by PCC’s Board of Directors.

To ensure consistency with the overall objectives of preservation of principal, liquidity and return, and its relevance to current law and financial and economic trends, this investment policy will be reviewed and made available to the Board annually.

Any investment held prior to the adoption of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested as provided by this policy.

XXVII) Adoption

These Investment Standards and Practices are adopted by the PCC Board this 21st Day of August, 2014

ORIGINAL POLICY ESTABLISHED: 09/09/1991

REVISION DATES: 07/28/1992
06/10/1997
05/03/2001
07/15/2004
09/16/2010
08/21/2014

August 21, 2014

15-030

DELEGATE AUTHORITY TO COLLEGE PRESIDENT
TO NEGOTIATE TERMS AND CONDITIONS FOR
PURCHASE OF REAL PROPERTY NEAR SOUTHEAST
CAMPUS

PREPARED BY: Linda Degman, Director, Bond Program
Wing-Kit Chung, Vice President, Administrative Services
Randy McEwen, Vice President

APPROVED BY: Dr. Jeremy Brown, President

REPORT: Board Policy B214 reserves to the Board the approval of purchase or sale of any real property.

The College has been advised that a parcel of two adjoining properties near the Southeast Campus is for sale. Specifically, the parcel is at the southwest corner of the intersection of 82nd Ave. and Division St.:

Physical address: 2517 SE 82nd Ave.
Assessor tax lot number: R152092/R152093
Lot size: 29,875 sq. ft. total
Appraised Value: \$890,000

This property is in a very prominent and visible location directly across Division St. from the Southeast Campus. Over 30,000 cars per day pass this site. It is within the emerging Jade District. Currently a vacant building, it served as a furniture store and associated warehouse, and is now prime for redevelopment. As the economy strengthens, and as the Jade District and Powell-Division transportation infrastructure improvements take form, along with PDC's Neighborhood Prosperity Initiative, this will become an increasingly valuable property.

Staff's perspective is that the opportunity to purchase this property needs to be explored quickly. Timing may be of the essence. Our intention is that this purchase would be land-banked for future development.

RECOMMENDATION: That the Board of Directors delegate its authority in Policy B214 to the College president or his designee to negotiate the terms and conditions of, and execute if

possible, a binding purchase and sale agreement for purchase of the above-described property. This authority would be subject to the prior concurrence of College Counsel and the Board Chair. Funding for the purchase will be provided by the 2008 Bond program.

August 21, 2014

15-031

BOARD RESOLUTION FOR MANAGEMENT AND
CONFIDENTIAL SALARY AND BENEFIT ADJUSTMENTS
FOR FY 2014-15

PREPARED BY: Lisa Bledsoe, Director, Human Resources Department

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

REPORT: This resolution adjusts the salary structure for Management and Confidential employees of the College, authorizes increases to the base salary of each individual employed in these two employee groups, and authorizes a supplemental increase to the base salary of employees in these two employee groups whose salary is below the mid-point of their assigned salary grade.

Survey data from multiple sources during the current year has been reviewed. The primary survey data comes from the 2014 Portland Area Cross Industry Survey, Government/Education (Milliman); Northwest Management Salary Survey, Government/Education (Milliman); and the College and University Professional Association – Human Resources (CUPA-HR), Associates Granting Institutions. The data from these sources show an average structure adjustment of 2.1% and an average individual incumbent salary adjustment of 2.3%.

RECOMMENDATION: That the Board of Directors approve for FY 2014-2015 the following adjustments:

An increase of 2.1% to the salary structure; plus

An increase of 2.3% applied to the salaries of each individual management/confidential employee.

A supplemental increase of 2.0% applied to the salaries of each individual management/confidential employee whose salary is below the midpoint of his/her salary grade after salary structure and individual increases have been applied, provided that the supplemental increase does not place the employee's salary above the midpoint of his/her salary grade. In the event that application of the 2.0%

supplemental increase places an individual management/confidential employee's salary above the midpoint for his/her salary grade, the employee shall instead receive only the percentage of increase necessary to increase the employee's salary to the midpoint of his/her salary grade.

All such adjustments to be applied in accordance with Human Resources practice and to be effective as of the first pay period of FY 2014-2015.

That the college maximum monthly contributions for health insurance for management and confidential employees be increased based on the employee's elected tier of enrollment as follows: Employee only: \$675; Employee + spouse: \$1,237; Employee + child(ren): \$1,150; Family: \$1,458. That the increase on maximum monthly health insurance contributions become effective with the September 2014 pay period (pay date October 1)

August 21, 2014

15-032

BOARD RESOLUTION FOR EXECUTIVE OFFICER
COMPENSATION AND BENEFIT ADJUSTMENTS FOR FY
2014-15

PREPARED BY: Lisa Bledsoe, Director, Human Resources Department

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

REPORT: This resolution is to adjust the compensation packages of the Campus Presidents, the District Vice-President, Vice-President – Academic and Student Affairs and the Vice-President – Administrative Services for FY2014-15.

RECOMMENDATION: That the Board of Directors approve:

- That the salary range for Executive Officers be increased by 2.1% to maintain consistency with the Management and Confidential staff schedule; plus
- An increase of 2.3% applied to the salaries of each individual executive officer; plus
- An additional annual adjustment through FY 2019-20 to be determined by the President based on market and other considerations; plus
- An increase in annual automobile expense from \$4815 to \$5055 (5.0%);
- Such adjustments to be applied in accordance with Human Resource practice and to be effective as of the first pay period of FY 2014-15.
- That each Executive's other benefits be increased for FY 2014-15 to the same extent as all other managers of the College;
- That the President and Board Chair are authorized to execute the executive contracts reflective of these changes on behalf of the Board, subject to approval as to form by the College's legal counsel.

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.