



Board of Directors **Meeting Agenda**

Budget Committee and
Local Contract Review Board

June 15, 2017

#thinkPCCfirst

Portland Community College Board of Directors

Vision

Building futures for our Students and Communities

Mission

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

Core Themes

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

Approved January 21, 2016

Who We Are

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

We Value

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

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

BUSINESS SESSION
June 15, 2017
Sylvania Campus
12000 SW 49th Avenue, Portland, OR 97219

AGENDA

- 5:00 PM **Board Dinner** Oak, Elm, and Fir
- 6:00 PM **Work Session** CC 233A/B
- Grant Update
 - Facilities Planning
- 6:45 PM **Executive Session** CC 233C
- In accordance with ORS 192.660 (2), in accordance with ORS 192.660 (2), (d) labor negotiations, (e) real property transactions, and (h) Litigation
- 7:30 PM **Call to Order—Business Session** CC 233A/B
- Introductions
 - Approval of Minutes – May 18, 2017
 - Approval of Agenda
- Adjourn Business Session and Convene as Local Contract Review Board**
- 7:35 PM **Public Hearing on Exemption from Competitive Bidding** in accordance with ORS 279C.335 (2) and (5)
- Jim Langstraat and Tony Ischan
- 7:40 PM **Public Comment on Exemption from Competitive Bidding** (A sign-up sheet is on a table at the entrance of the meeting room.)
- Adjourn Local Contract Review Board and Convene as College Budget Committee**
- 7:45 PM **Public Hearing to Approve the Adopted Budget for FY 2017-19 Biennium in accordance with ORS 294.406 (1)**
- ◆ Budget Office Updates –Jim Langstraat (5 minutes)
 - ◆ Review of Proposed Budget – Mark Mitsui and Jim Langstraat (5 minutes)

- ◆ Public Comment on Proposed Portland Community College 2017-19 Biennium Budget (5 minutes)

Adjourn College Budget Committee Meeting and Reconvene Business Session

- 8:00 PM **Information Sessions**
 - WorkSystems, Inc.– Andrew McGough (20 minutes)
 - Oregon Community College Update - Andrea Henderson (15 minutes)
 - Legislative Update – Emma Kallaway (15 minutes)
- 8:50 PM **Public Comment on Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)
- 8:55 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.)

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Academic Professional Appointments:	
Alexa Goodlad, Academic Advising Specialist, Academic and Student Affairs	
Christopher Hamreus, Academic Advising Specialist, Academic and Student Affairs	
Daniel Miller, Academic Advising Specialist, Academic and Student Affairs	
Harmider Pooni, International Admissions and Enrollment Coordinator, Academic and Student Affairs	
Cynthia Roberts, Community Education Program Coordinator, Workforce Development and Community Development (NonGeneral Fund)	
Angela Vasquez, Admissions Specialist/CAMP Recruiter, Business Applied Technology and College Preparation Division, Rock Creek Campus	
Administrative Appointments:	
Ryan Aiello, Interim Dean of Student Development, Dean of Instruction, Rock Creek Campus (Temporary)	
Michelle Bagley, Library Dean, Academic Affairs	
Chabre Vickers, Community Relations Manager, College Advancement	
Randy Zeller, Foundation Operations and Finance Manager, Office of the President	
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BIDS AND CONTRACTS

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17-137 Accept Bid/Award Contract to Fon-Seca Cabinet & Fixture Co. for Sylvania Campus Bookstore Fixtures 622

17-138 Authorize the Department to Contract Directly with Otak Inc., to Provide Architecture and Engineering Services for the College Services Building Structural Correction 624

BOARD

17-139 Resolution Adopting the Portland Community College Supplemental Budget for the 2015-2017 Biennium, Authorizing Transfers Between Appropriation Units, Categories and Funds; Use of Contingency Funds; and Changes in Total Budget Authority 626

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

17-140 Resolution Adopting the Portland Community College Budget for the 2017-2019 Biennium Commencing July 1, 2017, Making Appropriations and Determining and Declaring Ad Valorem Tax Levies 637

9:00 PM **Public Comment on Non-Agenda Items** (A sign-up sheet is on a table at the entrance of the meeting room.)

- 9:05 PM **Reports** (5 minutes each)
- Faculty and Academic Professionals
 - Classified
 - Students
 - Board Members
 - President

9:30 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 Board of Director’s Office at least 48 hours in advance by calling (971) 722-4365 or by email at boardresolutions@pcc.edu. 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
PO BOX 19000 - Portland, OR 97280

BUSINESS SESSION

May 18, 2017
Sylvania Campus
12000 SW 49th Avenue, Portland, OR 97219

BOARD MEETING MINUTES

ATTENDANCE

Mohamed Alyajouri, Denise Frisbee, Jim Harper, Chair Kali Thorne-Ladd, Michael Sonnleitner and Molly Walker

WORK SESSION

Chair Thorne-Ladd called the work session to order at 6:00 pm. Marion Leviatan, PCC Foundation Board President provided an update on the great work that has happened over the past year.

Linda Degman and Rob Wagner provided background on the Bond Renewal. A timeline for the renewal, the process, an overview, polling, and a reminder on restrictions. A PAC will be formed and a Finance Committee will be assembled. Chair Thorne-Ladd and Director Frisbee will co-chair the Finance Committee.

EXECUTIVE SESSION

The board met in executive session at 6:45 pm to discuss In accordance with ORS 192.660 (2), in accordance with ORS 192.660 (2), (d) labor negotiations.

Lisa Bledsoe discussed bargaining updates.

Executive session adjourned at 7:25 pm.

CALL TO ORDER

Chair Thorne-Ladd called the business meeting to order at 7:35 pm and asked for introductions.

APPROVAL OF THE MINUTES

Chair Thorne-Ladd asked for a motion to amend the start time of the Executive Session from 7:35 pm to 6:35 pm. Director Harper made the seconded, all approved. The April 20, 2017 meeting minutes were approved as amended. Frisbee/Sonnleitner

APPROVAL OF THE AGENDA

The agenda was approved as published. Sonnleitner/Frisbee

INFORMATION SESSIONS

Sylvania Campus Update, Dr. Lisa Avery, Campus President

Dr. Avery provided an update on what is happening around the Sylvania Campus. She reported that Arts and Humanities are alive and well at Sylvania. Highlights of different art shows, theater and dance productions were provided. The [Powerpoint](#) of her presentation can be found on the meeting web page.

Education Advisory Committee, Sylvia Gray

Ms. Gray provided background on the work that EAC is doing to advance the success of students. EAC is made up of standing committees. Each committee chair was introduced and gave a brief update of what the committee does. There was a [PowerPoint](#) presented that details all this work.

Bond Renewal, Linda Degman and Rob Wagner

The bond renewal will focus on three areas, these include improving workforce program offerings to help our students gain skills today for jobs of tomorrow; investments in specific health professions, science, technology, engineering, and math educational course offerings; and invest in meeting standards for campus safety, security, and disability access. A [Powerpoint](#) with more defined detail was presented.

PUBLIC COMMENT ON AGENDA ITEMS

None

BUSINESS MEETING

Chair Thorne-Ladd proposed approval of Resolutions 17-100 through 17-109.
Harper/Frisbee

PUBLIC COMMENT ON NON AGENDA ITEMS

None

REPORTS

Students

Molly Walker thanked Sylvia Gray for her work with EAC, she congratulated Valdez Bravo on winning the election and welcomed Kien Truong for being selected as the District Student Council Student Board Member. There will be a DSC Transition meeting on June 2. Because of the increase in the Student Activity Fee the DSC will now be able to offer students emergency loans. Multi stall restrooms .

Classified Union

Jeff Grider noted both Federations were unable to formally participate in the Gala this year, due to the concurrence of the AFT-Oregon Convention. AFT-Oregon elections are held every other year and PCC is once again well-represented on the State Executive Council. Elisabeth Garcia-Davidson, Executive Vice President of the Federation of Classified Employees, was re-elected as Vice President At-Large; he was re-elected as Treasurer; Jaime Rodriguez, Vice President of Political Action for the Federation of Faculty and Academic Professionals, was re-elected to the same office at the State Federation; and David Rives, Part-Time ESOL Instructor at PCC, was re-elected for a 4th term as President of AFT-Oregon.

In addition, President Rives has created a first-ever Social Justice Council within AFT-OR, and we are all founding members.

Several members of both Federations took part in the Annual May Day Parade in Downtown Portland, marching directly in front of the Anarchists and other similarly dressed folks.

Both the Classified and Faculty/AP Contracts are up for the 2 year re-opener, where we will negotiate wages and benefits for over 2000 Union Represented Employees.

The two Federations also are represented by 6 of the 10 members of the JCIB (Joint Committee on Insurance Benefits) which met for the first time last week, and is tasked with coming up with recommendations (to the bargaining teams) for which plans as well as what the college paid caps are for all benefited employees' health insurance.

The National Conference on Race and Ethnicity in American Higher Education - a week-long conference which 27 PCC employees participated in last year, and in a couple weeks.

Both Federations are looking forward to working with the newly elected PCC Directors, and continuing our good relationship with the rest of the board. The Annual Classified Retreat on Wednesday this year will be on a Wednesday, June 21st, more details to follow.

Board

Jim Harper thanked Molly Walker for her work over the last year.

Chair Thorne-Ladd welcomed Valdez and Kien to the board.

President

President Mitsui provided several updates and thanked board members for attending various events on behalf of PCC. He complimented the haircut he got from the Coffee Creek Corrections Cosmetology program a few weeks ago.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:53 pm.

Kali Thorne-Ladd, Chair

Mark Mitsui, College President

Prepared by:

Jeannie Moton, Executive Coordinator

Minutes approved on June 15, 2017.

14 Total

5. Academic Professional Appointment (NonGeneral Fund)– Cynthia Roberts

Community Education Program Coordinator

Workforce Development and Community Development

Annual Salary: \$51,550 Grade: 5 Step: 3
Effective: June 19, 2017

Education: Argosy University Ed.D, Instructional Leadership
University of Phoenix MBA, Business Administration
The Art Institute of Portland BS, Graphic Design

Most Recent Experience: Portland Community College
Instructor, Career Guidance (Adjunct)

Applicant Flow:

Gender		Ethnicity	
5	Male	36	White (not of Hispanic Origin)
36	Female	2	Black or African American
3	Not Disclosed	1	Asian
		1	Hispanic/Latino
		4	Not Disclosed
		44	Total

6. Academic Professional Appointment – Angela Vasquez

Admissions Specialist/CAMP Recruiter

Business Applied Technology and College Preparation Division, Rock Creek Campus

Annual Salary: \$39,839 @ .50 FTE Grade: 2 Step: 1
Effective: April 24, 2017

Education: Portland State University BA, Psychology
Portland Community College AAS

Most Recent Experience: Portland Community College
Administrative Assistant

Applicant Flow:

Gender		Ethnicity	
2	Male	1	White (not of Hispanic Origin)
10	Female	11	Hispanic
		12	Total

7. Administrative Appointment (Temporary)– Ryan Aiello

Interim Dean of Student Development

Dean of Instruction, Rock Creek Campus

Annual Salary: \$103,500 Grade: O
Effective: June 12, 2017 to December 29, 2017

Education: Pacific University MS, Counseling Psychology 2006
Washington State University BS, Psychology 1999

Most Recent Experience: Portland Community College
Associate Dean of Student Development

Applicant Flow: Direct Appointment

8. Administrative Appointment– Michelle Bagley

Library Dean
Academic Affairs

Annual Salary: \$105,000 Grade: O

Effective: September 1, 2017

Education: Emporia State University MLS, Library Science
Minot State University BS, Business Administration

Most Recent Experience: Clark College
Dean of Clark Libraries and Academic Success Services

Applicant Flow:

Gender		Ethnicity	
8	Male	22	White (not of Hispanic Origin)
17	Female	2	Black or African American
1	Not Disclosed	1	Two or More Selections
		1	Not Disclosed
		<u>26</u>	Total

9. Administrative Appointment– Chabre Vickers

Community Relations Manager
College Advancement

Annual Salary: \$67,496 Grade: J

Effective: June 19, 2017

Most Recent Experience: Portland Community College
Community Relations Manager (Interim)

Applicant Flow:

Gender		Ethnicity	
10	Male	13	White (not of Hispanic Origin)
15	Female	3	Black or African American
2	Not Disclosed	3	Asian
		1	Two or More Selections
		<u>7</u>	Not Disclosed
		27	Total

10 Administrative Appointment– Randy Zeller

Foundation Operations and Finance Manager
Office of the President

Annual Salary: \$92,000 Grade: L

Effective: June 5, 2017

Education: University of Oregon BS, Business Administration
Mt. Hood Community College AA, Business Administration

Most Recent Experience: KinderCare Education
Manager of Financial Planning Analysis

Applicant Flow:

Gender		Ethnicity	
11	Male	20	White (not of Hispanic Origin)
18	Female	2	Black or African American

	3	Hispanic/Latino
	4	Two or More Selections
	4	Not Disclosed
	<hr/>	
	29	Total

**ETHNIC AND GENDER DESCRIPTION OF STAFF
PROPOSED TO BE HIRED IN JUNE 15, 2017 PERSONNEL REPORT**

Male	3
Female	7
Not Disclosed	1
	<hr/>
	11

White (not of Hispanic Origin)	6
Black or African American	1
Asian	2
Hispanic/Latino	1
Not Disclosed	1
	<hr/>
	11

June 15, 2017

17-111

COMMENDATION OF RETIRING EMPLOYEE –
DONA AUER

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Dona Auer has performed faithfully in her duties as an IMC Operator, Press Operator I, Graphic Services Assistant, and Production Scheduler for Portland Community College since June 18, 1979. She retires effective May 31, 2017.

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

June 15, 2017

17-112

COMMENDATION OF RETIRING EMPLOYEE –
LISA BROWN-ISTVAN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Lisa Brown-Istvan has performed faithfully in her duties as an Instructional Support Tech II, Instructional Support Tech III, and Part Time Biology Instructor for Portland Community College since September 24, 1990. She retires effective June 30, 2017.

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

June 15, 2017

17-113

COMMENDATION OF RETIRING EMPLOYEE –
ELIZABETH BYERS

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Elizabeth Byers has performed faithfully in her duties as a Custodian for Portland Community College since September 3, 1993. She retires effective June 30, 2017.

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

June 15, 2017

17-114

COMMENDATION OF RETIRING EMPLOYEE –
IVA CALEY

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Iva Caley has performed faithfully in her duties as PBX Operator, Lead PBX Operator, Office Support 2, and Instructional Support Tech II for Portland Community College since January 22, 1990. She retires effective June 30, 2017.

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

June 15, 2017

17-115

COMMENDATION OF RETIRING EMPLOYEE –
ANITA CHU

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Anita Chu has performed faithfully in her duties as a Payroll Specialist for Portland Community College since August 30, 1999. She retires effective June 30, 2017.

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

June 15, 2017

17-116

COMMENDATION OF RETIRING EMPLOYEE –
COLLEEN DUNCAN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Colleen Duncan has performed faithfully in her duties as a Nursing Instructor for Portland Community College since August 21, 1999. She retires effective June 30, 2017.

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

June 15, 2017

17-117

COMMENDATION OF RETIRING EMPLOYEE –
LINNEA GRUBER

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Linnea Gruber has performed faithfully in her duties as a Graphic Design Instructor for Portland Community College since June 23, 1997. She retires effective June 30, 2017.

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

June 15, 2017

17-118

COMMENDATION OF RETIRING EMPLOYEE –
DAVID HALL

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: David Hall has performed faithfully in his duties as a Part-Time Instructor/Mathematics, Full Time Instructor/Mathematics, and Department Chair for Portland Community College since January 2, 1996. He retires effective June 30, 2017.

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

June 15, 2017

17-119

COMMENDATION OF RETIRING EMPLOYEE –
STEVEN HOPF

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Steven Hopf has performed faithfully in his duties as a Manager/Purchasing and Division Manager/Finance for Portland Community College since July 1, 2005. He retires effective June 30, 2017.

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

June 15, 2017

17-120

COMMENDATION OF RETIRING EMPLOYEE –
MARCIA JANNSEN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Marcia Jannsen has performed faithfully in her duties as a Casual Educational Assistant, Community Resource Specialist, Employment Specialist, Instructional Computer Specialist, Part-Time Faculty Skills Center, and Specialist/Learning Skills for Portland Community College since September 25, 2000. She retires effective June 30, 2017.

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

June 15, 2017

17-121

COMMENDATION OF RETIRING EMPLOYEE –
SANDY KOESTER

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Sandy Koester has performed faithfully in her duties as IAA II and IAA III for Portland Community College since April 3, 1990. She retires effective June 30, 2017.

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

June 15, 2017

17-122

COMMENDATION OF RETIRING EMPLOYEE –
PATRICK KRAFT

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Patrick Kraft has performed faithfully in his duties as an Instructor/Manufacturing Tech for Portland Community College since August 21, 2003. He retires effective June 20, 2017.

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

June 15, 2017

17-123

COMMENDATION OF RETIRING EMPLOYEE –
KATHY KRUG

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Kathy Krug has performed faithfully in her duties as an Employment Specialist for Portland Community College since November 6, 2000. She retires effective June 30, 2017.

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

June 15, 2017

17-124

COMMENDATION OF RETIRING EMPLOYEE –
KELLY MARKS

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Kelly Marks has performed faithfully in her duties as an Office Support Series 2, Clerk/Word Processor, Office Support Series 4, Education Program Coordinator, Coordinator/Campus Operations, and Coordinator/Rural Communities for Portland Community College since January 7, 1985. She retires effective June 30, 2017.

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

June 15, 2017

17-125

COMMENDATION OF RETIRING EMPLOYEE –
CAROL PALO

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Carol Palo has performed faithfully in her duties as Part-time OA II for Portland Community College since September 18, 2014. She retires effective June 30, 2017.

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

June 15, 2017

17-126

COMMENDATION OF RETIRING EMPLOYEE –
KELLY PEDEN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Kelly Peden has performed faithfully in her duties as Full-time and Part-time Faculty for Portland Community College since January 4, 1994. She retires effective June 30, 2017.

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

June 15, 2017

17-127

COMMENDATION OF RETIRING EMPLOYEE –
PATRICIA SEMURA

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Patricia Semura has performed faithfully in her duties as Full-time and Part-time Faculty for Portland Community College since September 29, 1975. She retires effective May 31, 2017.

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

June 15, 2017

17-128

COMMENDATION OF RETIRING EMPLOYEE –
STEPHEN SIMONDS

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Stephen Simonds has performed faithfully in his duties as a Full-time Instructor, Part-time Instructor and Faculty Department Chair for Portland Community College since January 5, 1987. He retires effective June 30, 2017.

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

June 15, 2017

17-129

COMMENDATION OF RETIRING EMPLOYEE –
MARY SMITH-ABBOTT

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Mary Smith-Abbott has performed faithfully in her duties as a Part-Time Faculty in ABE, Casual Life Skills Training, Specialist/Trainer Education, and Instructor/Skills Center for Portland Community College since October 15, 1981. She retires effective June 30, 2017.

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

June 15, 2017

17-130

COMMENDATION OF RETIRING EMPLOYEE –
JOHN SPARKS

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: John Sparks has performed faithfully in his duties as Full-time and Part-time Faculty for Portland Community College since May 01, 1989. He retires effective June 30, 2017.

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

June 15, 2017

17-131

COMMENDATION OF RETIRING EMPLOYEE –
DAVID STOUT

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: David Stout has performed faithfully in his duties as Division Dean for Portland Community College since August 31, 2001. He retires effective June 30, 2017.

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

June 15, 2017

17-132

COMMENDATION OF RETIRING EMPLOYEE –
KRISTI TOMPKINS

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Kristi Tompkins has performed faithfully in her duties as a Full-time and Part-time Instructor for Portland Community College since February 1, 1988. She retires effective June 30, 2017.

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

June 15, 2017

17-133

COMMENDATION OF RETIRING EMPLOYEE –
HELEN WARREN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, College President

REPORT: Helen Warren has performed faithfully in her duties as Resource Support Assistant III for Portland Community College since June 9, 1992. She retires effective June 30, 2017.

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

June 15, 2017

17-134

CONTINUOUS APPOINTMENT: FACULTY & ACADEMIC PROFESSIONALS

PREPARED BY: Leslie Wilkins, Employee Relations Specialist

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

The President RECOMMENDS that the following Faculty and Academic Professionals, having fulfilled the required probationary period, be granted continuous appointment, effective September 1, 2017:

Continuous

Appointments

Job Title

Kelly Love

Specialist/Student Resources

Stacey Holland

Specialist/Curriculum Systems

Bonnie Altus

Instructor/Health Information Management

June 15, 2017

17-135

APPROVAL FOR ROBERT STEINMETZ AS VICE
PRESIDENT – STUDENT AFFAIRS

PREPARED BY: Lisa Bledsoe, Associate Vice President, Human Resources

APPROVED BY: Mark Mitsui, College President

REPORT: The College has conducted a national search to fill the position of Vice President of Student Affairs. Dr. Steinmetz has exhibited outstanding experience and talent in Student Affairs. He has been interviewed extensively throughout the application process by various groups within the PCC community.

Dr. Steinmetz holds an Ed.D. in Higher Education Administration from the University of Alabama, and an M.P.A and a B.S. in Sociology from the University of Tennessee, Chattanooga. Dr. Steinmetz is currently employed as the Vice President for Student Affairs and Enrollment Management at Harrisburg Area Community College, Harrisburg, Pennsylvania.

Dr. Steinmetz's leadership roles have also included serving as the Associate Dean for Enrollment Management and College Registrar at Calhoun Community College and as the Director of Recruitment, Retention and Enrollment Services and Coordinator of Student Affairs and Orientation at Chattanooga State Community College.

RECOMMENDATION: That the Board of Directors approve the appointment of Dr. Steinmetz as Vice President Student Affairs effective August 1, 2017. That the Board authorize the Administration to execute an employment contract with Dr. Steinmetz with the following terms: the contract shall be for two years (terminating on June 30, 2019), with a base salary of \$156,500 to be adjusted for FY19 by the same increase as that applied to all other Executive Officers; an automobile allowance of \$5,055 annually; general expense allowance of \$2,500 annually.

Dr. Steinmetz shall be entitled to other benefits available to other Executive Officers and College Administrative staff as approved by the Board.

June 15, 2017

17-136

ACCEPT BID/AWARD CONTRACT TO COAST PAVEMENT SERVICES FOR PARKING LOT MAINTENANCE

PREPARED BY: Denise Jeffords, Buyer/Contract Specialist, Procurement

FINANCIAL RESPONSIBILITY: Linda Eden, Director, Auxiliary Services

APPROVED BY: Jim Langstraat, Vice President, Finance and Administration
Mark Mitsui, College President

REPORT: The College has a need to contract with a qualified Contractor to provide parking lot services at numerous College locations.

Parking Lot Maintenance services will include, but not be limited to: general parking lot maintenance; power washing curbs/motor cycle areas; repairing holes in streets and lots; installing and/or adjusting speed bumps; various striping and painting; pavement sealing; ADA symbols and spacing; overlays and resurfacing.

An Invitation to Bid (ITB) for the Parking Lot Maintenance was issued and advertised on April 4, 2017. The ITB was advertised in the Daily Journal of Commerce, on the State of Oregon Procurement Network (ORPIN), and on the College's Purchasing Website. Twenty (20) ITB documents were downloaded from the College's Purchasing Website, of which ten (10) were downloaded by prime Contractors, four (4) of which are MWESB firms, seven (7) plan centers, three (3) of which are MWESB firms, and three (3) were downloaded by interested parties, one of which is an MWESB.

One (1) bid was received by the due date of May 1, 2017, from Coast Pavement Services.

NOTE: No Oregon Certified M/W/ESB's submitted a bid.

The award is made to the company whose bid results in the lowest overall ownership cost or "best value" as it is determined by ORS 279.015(5).

RECOMMENDATION: That the Board of Directors accept the bid and award a three-year contract to Coast Pavement Services in the amount of \$1,200,000 (based on an annual estimate of \$400,000) with an option to renew for two additional one-year periods. Contract shall not exceed five years, nor \$2,000,000.

Expenditures for this contract will come from the Transportation and Parking Services fund.

June 15, 2017

17-137

ACCEPT BID/AWARD CONTRACT TO FON-SECA
CABINET & FIXTURE CO. FOR SYLVANIA CAMPUS
BOOKSTORE FIXTURES

PREPARED BY: Denise Jeffords, Buyer/Contract Specialist, Procurement

FINANCIAL
RESPONSIBILITY: Linda Eden, Director, Auxiliary Services

APPROVED BY: Jim Langstraat, Vice President, Finance and Administration
Mark Mitsui, College President

REPORT: The College has a need to contract with a qualified manufacturer who specializes in retail store fixtures to provide standard and custom made specialty fixtures at its Sylvania Campus Bookstore.

The project will include manufacturing and/or furnishing the fixtures; delivery; and installation. Bid also includes general, mechanical, and electrical work.

An Invitation to Bid (ITB) for the Sylvania Campus Bookstore Fixtures was issued on May 18, 2017 and sent to four (4) manufacturing companies who specialize in retail fixtures.

Three (3) bids were received by the due date of June 6, 2017. Bids were received from the following manufacturer's:

<u>Manufacturer</u>	<u>Total Amount Bid</u>
Fon-Seca Cabinet & Fixture Co.	\$ 499,891.00
AWI Fixtures & Interiors, Inc.*	\$ 489,993.91
Showbest Fixture Corp.*	\$ 560,295.50

* The Bids submitted by both of these manufacturers were deemed non-responsive

NOTE: No bids were received from M/W/ESB firms

The award is made to the company whose bid results in the lowest overall ownership cost or "best value" as it is determined by ORS 279.015(5).

RECOMMENDATION: That the Board of Directors accept the bid and award a contract to Fon-Seca Cabinet & Fixture Co. in the amount of \$499,891.00 with the condition that Fon-Seca obtain their CCB License, which is currently pending. Expenditures for this contract will come from the Bookstore Fund.

June 15, 2017

17-138

AUTHORIZE THE DEPARTMENT TO CONTRACT
DIRECTLY WITH OTAK INC., TO PROVIDE
ARCHITECTURE AND ENGINEERING SERVICES FOR
THE COLLEGE SERVICES BUILDING STRUCTURAL
CORRECTION

PREPARED BY: Avelina Gulmatico, MWESB/Procurement Coordinator,
Finance Procurement Services

FINANCIAL
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

APPROVED BY: Jim Langstraat, Vice President, Finance and Administration
Mark Mitsui, College President

REPORT: The College has a need to hire a qualified engineering/architectural consultant to provide a comprehensive design and services for the structural improvements and repairs of the College Services Building (CSB). The CSB was completed in 2005 and houses the following critical college services departments: Facilities Management Services (FMS), Public Safety and Transportation & Parking. The building has structural considerations and visible damages that will require immediate repair. Time is of the essence to have the design in place and start coordinating the construction schedule with the three departments minimizing interference with the department's daily work activities and schedule in support of student success. In addition, due to the fiscal year end process and timeline, the CSB requires most of the design work completed by June 30th. The estimated cost of the design will exceed the \$150,000 threshold, which requires formal solicitation process and Board of Directors approval.

The staff recommends directly appointing OTAK Inc to provide structural engineering and design services. OTAK Inc. was one of the sub-consultants hired by Miller Nash to provide expert witness and services that includes thorough investigation of the building including the review of existing building design and construction documents, overseeing concrete slab and ground penetrating radar testing, performed full scale load and deflection test and in-depth

structural analysis, coordinated other experts testing and work, and provide technical analysis.

The College Procurement Rules, PCC 48-0200 (E), allows direct appointment when hiring professional services including Architectural and Engineering (A/E) services. By directly appointing an A/E consultant who is familiar with the current condition of the building structure and have already done extensive analysis is unlikely to encourage favoritism or diminish competition. The staff recommends directly appointing OTAK Inc. for structural engineering and architectural services for the CSB structural correction. This will result in a substantial time and cost savings to the College because of the previous work experience and knowledge of the current building structure, expert analysis, and data gathered during the investigation process. A new RFP will require 6 to 8 weeks processing time, and additional time will be needed for another consultant to familiarize themselves with the building design/construction and perform another analysis on the current condition. This will further delay the construction start, completion date and delivery of service to the College community.

RECOMMENDATION: That the Board of Directors authorize the Department to directly appoint OTAK to provide structural engineering, design and other services needed for the CSB structural corrections project. The estimated cost is \$266,000 (consisting of the firm's proposed estimated cost of \$241,300 reimbursable expenses and 10% project contingencies). The contract will be valid thru June 30, 2018. The funding is covered by FMS capital projects fund.

June 15, 2017

17-139

RESOLUTION ADOPTING THE PORTLAND
COMMUNITY COLLEGE SUPPLEMENTAL
BUDGET FOR THE 2015-2017 BIENNIUM,
AUTHORIZING TRANSFERS BETWEEN
APPROPRIATION UNITS, CATEGORIES AND
FUNDS; USE OF CONTINGENCY FUNDS; AND
CHANGES IN TOTAL BUDGET AUTHORITY

PREPARED BY: Dina Farrell, Budget Manager, Financial Services

APPROVED BY: Eric Blumenthal, Associate Vice President, Finance
James Langstraat, Vice President, Finance and
Administration
Mark Mitsui, College President

REPORT: In June 2015, the District adopted a biennial budget based on estimated fund balances and labor negotiation results. Staff now finds it necessary to present a supplemental budget to adjust the FY15-17 Adopted Budget for changes related to labor negotiations, finalization of the annual audit, changes in State of Oregon community college allocations and other minor adjustments.

The changes presented are necessary to ensure compliance with the requirement of Sections 294.463 (Transfer of appropriations within fund or between funds) and 294.471/294.473 (Supplemental Budgets) of the Oregon Revised Statutes. This budget amendment will not require an additional tax levy.

RECOMMENDATION: Staff recommends the Board of Directors approve this Resolution to amend the Biennial Fiscal Year 2015-17 Budget as outlined in the attached Exhibit A.

BE IT THEREFORE RESOLVED that the budget for the Portland Community College District as adopted for the 2015-17 Biennium commencing July 1, 2015 is hereby amended as outlined in Exhibit A.

ADOPTED BY THE GOVERNING BOARD OF THE
PORTLAND COMMUNITY COLLEGE DISTRICT
THIS 15th DAY OF June 2017.

ATTEST:

APPROVED:

Mark Mitsui
College President

Kali Thorne-Ladd, Chair
Board of Directors

EXHIBIT A

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	FY17 #2 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
<u>GENERAL FUND</u>				
<u>REVENUES:</u>				
From local sources				
Property Tax - current year	\$59,004,227	0	0	\$59,004,227
Property Tax - prior year	1,453,482	0	0	\$1,453,482
Tuition and fees	207,216,559	0	1,208,445	\$208,425,004
Interest from investments	714,634	0	0	\$714,634
Other local sources	2,378,576	365,400	0	\$2,743,976
From state sources	162,754,776	11,139,806	1,639,193	\$175,533,775
Operating transfers in:				\$0
From Contracts & Grants Fund	3,517,886	0	0	\$3,517,886
From CEU/CED	289,878	0	0	\$289,878
From PERS Internal Reserve	50,000	0	0	\$50,000
From Bookstore Fund	749,587	0	0	\$749,587
From Auxiliary Fund	39,390	0	23,763	\$63,153
From Student Financial Aid Fund	447,214	0	0	\$447,214
From Risk Mgmt Fund	0	425,288	0	\$425,288
From Print Center Fund	88,974	0	0	\$88,974
From Parking Operations Fund	796,886	0	0	\$796,886
From Food Services Fund	119,458	0	0	\$119,458
Total Operating Revenues	439,621,527	11,930,494	2,871,401	454,423,422
Beginning Fund Balance	23,954,507	(6,726,544)	0	17,227,963
TOTAL GENERAL FUND REVENUES	\$463,576,034	\$5,203,950	\$2,871,401	471,651,385
BY APPROPRIATION UNIT:				
<u>Program Areas</u>				
Sylvania	93,860,132	\$2,778,459	768,091	97,406,682
Rock Creek	63,033,362	\$2,244,704	1,710,281	66,988,347
Cascade	53,436,158	\$1,822,526	255,889	55,514,573
Southeast	21,878,830	\$2,988,469	2,533,882	27,401,181
Office of the President	10,113,466	\$577,844	692,613	11,383,923
Office of the Exec Vice President	16,995,590	(\$2,693,437)	596,089	14,898,242
Administrative Services	102,756,164	\$7,605,115	1,916,524	112,277,803
Academic & Student Affairs	46,040,202	\$2,230,915	4,223,326	52,494,443
Transfers	9,128,918	(\$300,000)	1,505,797	10,334,715
Contingency	29,163,570	(12,050,645)	(11,331,091)	5,781,834
Total Appropriation	446,406,392	5,203,950	2,871,401	454,481,743
Unappropriated Ending Fund Balance	17,169,642	0	0	17,169,642
TOTAL GENERAL FUND REQUIREMENTS	463,576,034	5,203,950	2,871,401	471,651,385

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	FY17 #2 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
<u>AUXILIARY FUND</u>				
<u>REVENUES:</u>				
Facilities Usage	\$664,840	0	0	\$664,840
Campus Activities	\$193,848	0	0	\$193,848
Transfers	1,000		446	\$1,446
Total Operating Revenues	\$859,688	\$0	\$446	\$860,134
Beginning Fund Balance	733,976	(83,679)	0	650,297
TOTAL GENERAL FUND REVENUES	\$1,593,664	(83,679)	\$446	\$1,510,431
<u>EXPENDITURES AND OTHER REQUIREMENTS:</u>				
Facilities Usage	\$802,638	\$0	(\$72,763)	\$729,875
Campus Activities	\$256,224	\$0	\$0	\$256,224
Sustainability	\$15,000	\$0	\$0	\$15,000
Transfers	\$39,390	\$0	\$72,763	\$112,153
Contingency	155,336	(83,679)	\$0	\$71,657
Sub-total	\$1,268,588	(83,679)	\$0	1,184,909
Unappropriated Ending Fund Balance	325,076		446	\$325,522
TOTAL AUXILIARY FUND REQUIREMENTS	\$1,593,664	(83,679)	\$446	\$1,510,431
	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	FY17 #2 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
<u>CEU/CED FUND</u>				
<u>REVENUES:</u>				
CEU/CED Charges	11,818,273	0	0	11,818,273
Other local sources	3,081,639	0	0	3,081,639
Transfers	2,359,364	0	593,444	2,952,808
Total Operating Revenues	\$17,259,276	\$0	\$593,444	\$17,852,720
Beginning Fund Balance	796,643	(49,600)	0	747,043
TOTAL REVENUES	\$18,055,919	(49,600)	\$593,444	\$18,599,763
<u>EXPENDITURES AND OTHER REQUIREMENTS:</u>				
Sylvania Campus	\$80,000	\$0	\$0	\$80,000
Workforce/Community Ed	17,146,549	\$321,021	\$669,889	\$18,137,459
Cascade Campus	89,492	\$2,934	\$0	\$92,426
Transfers	289,878	\$0	\$0	\$289,878
Contingency	450,000	(373,555)	(\$76,445)	\$0
Sub-total	\$18,055,919	(49,600)	\$593,444	\$18,599,763
Unappropriated Ending Fund Balance	0	0	\$0	\$0
TOTAL FUND REQUIREMENTS	\$18,055,919	(49,600)	\$593,444	\$18,599,763

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	FY17 #2 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
<u>CONTRACTS AND GRANTS FUND</u>				
<u>REVENUES:</u>				
Local Sources	13,298,077	0	1,500,000	14,798,077
State Sources	15,104,121	0	0	15,104,121
Federal Sources	35,557,714	0	0	35,557,714
Transfers	381,056	0	0	381,056
Total Operating Revenues	\$64,340,968	\$0	1,500,000	\$65,840,968
Beginning Fund Balance	0	1,823,718	0	1,823,718
TOTAL REVENUES	\$64,340,968	\$1,823,718	1,500,000	\$67,664,686
<u>EXPENDITURES AND OTHER REQUIREMENTS:</u>				
State Grants	\$13,191,836	\$0	\$0	\$13,191,836
Federal Contracts	\$32,502,207	\$0	\$0	\$32,502,207
Local Contracts	\$12,937,393	\$0	\$1,500,000	\$14,437,393
Transfers	\$3,517,886	\$0	\$0	\$3,517,886
Contingency	2,191,646	1,823,718	\$0	\$4,015,364
Sub-total	\$64,340,968	\$1,823,718	\$1,500,000	\$67,664,686
Unappropriated Ending Fund Balance	0	0	\$0	\$0
TOTAL FUND REQUIREMENTS	\$64,340,968	\$1,823,718	\$1,500,000	\$67,664,686

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	FY17 #2 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
<u>STUDENT ACTIVITIES FUND</u>				
<u>REVENUES:</u>				
Student Activities Fee	3,695,633	0	0	\$3,695,633
Other local sources	440,000	0	0	\$440,000
Interest Income	2,500	0	0	\$2,500
Total Operating Revenues	\$4,138,133	\$0	\$0	\$4,138,133
Beginning Fund Balance	409,690	16,404	0	\$426,094
TOTAL REVENUES	\$4,547,823	\$16,404	\$0	\$4,564,227
<u>EXPENDITURES AND OTHER REQUIREMENTS:</u>				
Sylvania Campus	\$1,336,749	\$8,864	4,947	\$1,350,560
Rock Creek Campus	\$1,100,486	\$2,783	3,507	\$1,106,776
Cascade Campus	929,114	\$47	5,398	\$934,559
Extended Learning Campus	587,784	\$3,248	3,734	\$594,766
District-wide programs	365,615	\$68,300	0	\$433,915
Contingency	228,075	(66,838)	(17,586)	\$143,651
Sub-total	\$4,547,823	\$16,404	\$0	\$4,564,227
Unappropriated Ending Fund Balance	0	0	0	\$0
TOTAL FUND REQUIREMENTS	\$4,547,823	\$16,404	\$0	\$4,564,227

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	FY17 #2 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
<u>STUDENT FINANCIAL AID FUND</u>				
<u>REVENUES:</u>				
Private Sources	2,830,134	0	0	\$2,830,134
Federal Sources	361,095,408	0	0	\$361,095,408
Interest	15,550	0	0	\$15,550
Transfers	1,548,066	0	0	\$1,548,066
Total Operating Revenues	\$365,489,158	\$0	\$0	\$365,489,158
Beginning Fund Balance	1,126,558	1,670,038	0	\$2,796,596
TOTAL REVENUES	\$366,615,716	\$1,670,038	\$0	\$368,285,754
<u>EXPENDITURES AND OTHER REQUIREMENTS:</u>				
College Funded Programs	\$810,958	\$0	0	\$810,958
Federal Programs	\$364,252,494	\$0	0	\$364,252,494
Short Term Student Loans	275,050	\$0	0	\$275,050
Transfer	447,214	\$0	850,000	\$1,297,214
Contingency	830,000	1,670,038	(850,000)	\$1,650,038
Sub-total	\$366,615,716	\$1,670,038	\$0	\$368,285,754
Unappropriated Ending Fund Balance	0	0	0	\$0
TOTAL FUND REQUIREMENTS	\$366,615,716	\$1,670,038	\$0	\$368,285,754

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	FY17 #2 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
<u>CAPITAL PROJECTS FUND - 2000</u>				
<u>REVENUES:</u>				
Other Sources	400,000	0	0	\$400,000
Interest	100,000	0	0	\$100,000
Transfers	2,000,000	0	661,523	\$2,661,523
Total Operating Revenues	\$2,500,000	\$0	\$661,523	\$3,161,523
Beginning Fund Balance	8,096,833	(554,694)	0	\$7,542,139
TOTAL REVENUES	\$10,596,833	(\$554,694)	\$661,523	\$10,703,662
<u>EXPENDITURES AND OTHER REQUIREMENTS:</u>				
Capital Outlay	\$7,795,000	(2,231,040)	661,523	\$6,225,483
Transfers	\$0	2,231,040	0	\$2,231,040
Contingency	800,000	(554,694)	0	\$245,306
Sub-total	\$8,595,000	(\$554,694)	\$661,523	\$8,701,829
Unappropriated Ending Fund Balance	2,001,833	0	0	\$2,001,833
TOTAL FUND REQUIREMENTS	\$10,596,833	(\$554,694)	\$661,523	\$10,703,662

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	FY17 #2 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
CAPITAL CONSTRUCTION FUND - 2200				
REVENUES:				
Interest	220,000	0	0	\$220,000
Proceeds from Bond Sales	0	0	0	\$0
State Sources	8,100,000	0	0	\$8,100,000
Other Revenues	350,000	0	0	\$350,000
Transfers	300,000	2,231,040	367,370	\$2,898,410
Total Operating Revenues	\$8,970,000	\$2,231,040	\$367,370	\$11,568,410
Beginning Fund Balance	121,490,349	(2,093,525)	0	\$119,396,824
TOTAL REVENUES	\$130,460,349	\$137,515	\$367,370	\$130,965,234

EXPENDITURES AND OTHER REQUIREMENTS:

Sylvania Campus	\$21,500,000	0	0	\$21,500,000
Cascade Campus	\$9,500,000	0	1,600,000	\$11,100,000
Rock Creek Campus	\$26,000,000	0	0	\$26,000,000
Southeast Campus	\$700,000	1,200,000	700,000	\$2,600,000
District-wide Projects	\$25,300,000	2,319,104	94,408	\$27,713,512
Bond Issuance Costs	\$0	0	0	\$0
Transfers	\$0	0	341,000	\$341,000
Contingency	40,000,000	(3,381,589)	(2,368,038)	\$34,250,373
Sub-total	\$123,000,000	\$137,515	\$367,370	\$123,504,885
Unappropriated Ending Fund Balance	7,460,349	0	\$0	\$7,460,349
TOTAL FUND REQUIREMENTS	\$130,460,349	\$137,515	\$367,370	\$130,965,234

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	FY17 #2 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
COLLEGE BOOKSTORE FUND				
REVENUES:				
Sale of Merchandise	24,986,251	0	0	\$24,986,251
Interest	182,815	0	0	\$182,815
Miscellaneous Income	261,554	0	0	\$261,554
Total Operating Revenues	\$25,430,620	\$0	\$0	\$25,430,620
Beginning Fund Balance	14,947,203	(295,371)	0	\$14,651,832
TOTAL RESOURCES	\$40,377,823	(\$295,371)	\$0	\$40,082,452

EXPENDITURES AND OTHER REQUIREMENTS:

Bookstore Operations	\$28,606,182	106,458	117,165	\$28,829,805
Transfers	\$3,249,587	0	0	\$3,249,587
Contingency	3,022,234	(401,829)	(117,165)	\$2,503,240
Sub-total	\$34,878,003	(\$295,371)	\$0	\$34,582,632
Unappropriated Ending Fund Balance	5,499,820	0	0	\$5,499,820
TOTAL FUND REQUIREMENTS	\$40,377,823	(\$295,371)	\$0	\$40,082,452

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	FY17 #2 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
FOOD SERVICES FUND				
REVENUES:				
Food Sales	12,147,173	0	0	\$12,147,173
Interest	4,185	0	0	\$4,185
Transfers	2,500,000	0	0	\$2,500,000
Total Operating Revenues	\$14,651,358	\$0	\$0	\$14,651,358
Beginning Fund Balance	314,448	(121,545)	0	\$192,903
TOTAL REVENUES	\$14,965,806	(\$121,545)	\$0	\$14,844,261

EXPENDITURES AND OTHER REQUIREMENTS:

Food Service Operations	\$13,987,701	77,714	85,743	\$14,151,158
Transfers	\$119,458	0	0	\$119,458
Contingency	858,647	(199,259)	(85,743)	\$573,645
Sub-total	\$14,965,806	(121,545)	\$0	\$14,844,261
Unappropriated Ending Fund Balance	0	0	0	\$0
TOTAL FUND REQUIREMENTS	\$14,965,806	(121,545)	\$0	\$14,844,261

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	FY17 #2 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
PARKING OPERATIONS FUND				
REVENUES:				
Parking Permits	4,971,742	0	0	\$4,971,742
Parking Fines	596,309	0	0	\$596,309
Misc Revenue	4,810,649	0	0	\$4,810,649
Interest	9,425	0	0	\$9,425
Transfers	104,290	0	0	\$104,290
Total Operating Revenues	\$10,492,415	\$0	\$0	\$10,492,415
Beginning Fund Balance	4,690,009	369,028	0	\$5,059,037
TOTAL REVENUES	\$15,182,424	\$369,028	\$0	\$15,551,452

EXPENDITURES AND OTHER REQUIREMENTS:

Operations	\$12,466,479	191,224	88,577	\$12,746,280
Transfers	\$1,096,886	0	0	\$1,096,886
Contingency	1,619,059	177,804	(88,577)	\$1,708,286
Sub-total	\$15,182,424	\$369,028	\$0	\$15,551,452
Unappropriated Ending Fund Balance	0	0	0	\$0
TOTAL FUND REQUIREMENTS	\$15,182,424	\$369,028	\$0	\$15,551,452

	2015-17 Biennium	FY16 #1	FY17 #2	2015-17 Biennium
<u>PRINT CENTER FUND</u>	ADOPTED	Supplemental	Supplemental	ADJUSTED
<u>REVENUES:</u>	<u>BUDGET</u>	<u>Budget</u>	<u>Budget</u>	<u>BUDGET</u>
Internal Charges	1,046,158	0	0	\$1,046,158
External Charges	54,376	0	0	\$54,376
Copy Machine revenues	973,996	0	0	\$973,996
Misc revenues	149,800	0	0	\$149,800
Total Operating Revenues	\$2,224,330	\$0	\$0	\$2,224,330
Beginning Fund Balance	226,042	(107,944)	0	\$118,098
TOTAL REVENUES	\$2,450,372	(\$107,944)	\$0	\$2,342,428

EXPENDITURES AND OTHER REQUIREMENTS:

Operations	\$2,162,929	31,817	13,354	\$2,208,100
Transfers	\$88,974	0	0	\$88,974
Contingency	134,914	(76,206)	(13,354)	\$45,354
Sub-total	\$2,386,817	(\$44,389)	\$0	\$2,342,428
Unappropriated Ending Fund Balance	63,555	(63,555)	0	\$0
TOTAL FUND REQUIREMENTS	\$2,450,372	(\$107,944)	\$0	\$2,342,428

	2015-17 Biennium	FY16 #1	FY17 #2	2015-17 Biennium
<u>PERS INTERNAL SERVICE FUND</u>	ADOPTED	Supplemental	Supplemental	ADJUSTED
<u>REVENUES:</u>	<u>BUDGET</u>	<u>Budget</u>	<u>Budget</u>	<u>BUDGET</u>
Charges to Depts	17,351,330	0	0	\$17,351,330
Interest	320,000	0	0	\$320,000
Total Operating Revenues	\$17,671,330	\$0	\$0	\$17,671,330
Beginning Fund Balance	26,769,065	(1,101,177)	0	\$25,667,888
TOTAL REVENUES	\$44,440,395	(\$1,101,177)	\$0	\$43,339,218

EXPENDITURES AND OTHER REQUIREMENTS:

Transfers	\$17,636,450	0	0	\$17,636,450
Contingency	200,000	0	0	\$200,000
Sub-total	\$17,836,450	\$0	\$0	\$17,836,450
Unappropriated Ending Fund Balance	26,603,945	(1,101,177)	0	\$25,502,768
TOTAL FUND REQUIREMENTS	\$44,440,395	(\$1,101,177)	\$0	\$43,339,218

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	FY17 #2 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
<u>RISK MANAGEMENT FUND</u>				
<u>REVENUES:</u>				
Charges to Depts	5,031,870	0	0	\$5,031,870
Insurance Reimbursements	48,636	0	0	\$48,636
Interest	129,580	0	0	\$129,580
Transfers	1,735,142	0	(26,986)	\$1,708,156
Total Operating Revenues	\$6,945,228	\$0	(26,986)	\$6,918,242
Beginning Fund Balance	4,290,206	(196,554)	0	\$4,093,652
TOTAL REVENUES	\$11,235,434	(196,554)	(26,986)	\$11,011,894

EXPENDITURES AND OTHER REQUIREMENTS:

Self-insurance and Risk Admin	\$5,677,462	(453,902)	(24,551)	\$5,199,009
Transfers	\$0	425,288	0	\$425,288
Contingency	759,774	28,614	(2,435)	\$785,953
Sub-total	\$6,437,236	\$0	(26,986)	\$6,410,250
Unappropriated Ending Fund Balance	4,798,198	(196,554)	0	\$4,601,644
TOTAL FUND REQUIREMENTS	\$11,235,434	(196,554)	(26,986)	\$11,011,894

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	FY17 #2 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
<u>EARLY RETIREMENT FUND</u>				
<u>REVENUES:</u>				
Interest	120,554	0	0	\$120,554
Transfers	1,000,000	(300,000)	300,000	\$1,000,000
Total Operating Revenues	\$1,120,554	(300,000)	\$300,000	\$1,120,554
Beginning Fund Balance	1,291,070	186,125	0	\$1,477,195
TOTAL REVENUES	\$2,411,624	(113,875)	\$300,000	\$2,597,749

EXPENDITURES AND OTHER REQUIREMENTS:

Other post-retirement benefits	\$1,334,848	(300,000)	\$300,000	\$1,334,848
Contingency	200,000	186,125	\$0	\$386,125
Sub-total	\$1,534,848	(113,875)	\$300,000	\$1,720,973
Unappropriated Ending Fund Balance	876,776	0	0	\$876,776
TOTAL FUND REQUIREMENTS	\$2,411,624	(113,875)	\$300,000	\$2,597,749

	2015-17 Biennium ADOPTED BUDGET	FY16 #1 Supplemental Budget	FY17 #2 Supplemental Budget	2015-17 Biennium ADJUSTED BUDGET
<u>DEBT SERVICE (G.O. BOND) FUND</u>				
<u>REVENUES:</u>				
Property Tax - current	78,540,814	0	0	\$78,540,814
Property Tax - prior	1,013,242	0	0	\$1,013,242
Debt Proceeds from Refunding	0	0	0	\$0
Interest	148,254	0	0	\$148,254
Total Operating Revenues	<u>\$79,702,310</u>	<u>\$0</u>	<u>\$0</u>	<u>\$79,702,310</u>
Beginning Fund Balance	8,030,459	573,882	0	\$8,604,341
TOTAL REVENUES	<u>\$87,732,769</u>	<u>\$573,882</u>	<u>\$0</u>	<u>\$88,306,651</u>
<u>EXPENDITURES AND OTHER REQUIREMENTS:</u>				
Debt Service - Principal	\$51,055,000	\$0	\$0	\$51,055,000
Debt Service - Interest	33,318,150	0	\$0	\$33,318,150
Defeased Bond Payment to Escrow	0	0	\$0	\$0
Sub-total	<u>\$84,373,150</u>	<u>\$0</u>	<u>\$0</u>	<u>\$84,373,150</u>
Unappropriated Ending Fund Balance	3,359,619	573,882	0	\$3,933,501
TOTAL FUND REQUIREMENTS	<u>\$87,732,769</u>	<u>\$573,882</u>	<u>\$0</u>	<u>\$88,306,651</u>

June 15, 2017

17-140

RESOLUTION ADOPTING THE PORTLAND COMMUNITY COLLEGE BUDGET FOR THE 2017-2019 BIENNIUM COMMENCING JULY 1, 2017, MAKING APPROPRIATIONS AND DETERMINING AND DECLARING AD VALOREM TAX LEVIES

PREPARED BY: Dina Farrell, Budget Manager, Budget Office

APPROVED BY: Eric Blumenthal, Associate Vice President, Finance
James Langstraat, Vice President, Finance and Administration
Mark Mitsui, College President

REPORT: On April 20, 2017, the Board of Directors of Portland Community College District, acting as the Budget Committee, approved the Biennium 2017-2019 budget.

On May 17, 2017, the Multnomah County Tax Supervising and Conservation Commission (TSCC), after due notice and a public hearing on the budget and by a majority vote of members of the Commission, certified the Biennium 2017-2019 budget with no objection and in substantial compliance with the requirement of the Oregon Budget Law. There were no changes made to the budget after TSCC's certification.

RECOMMENDATION: That the Board of Directors approve this resolution adopting the budget of the Portland Community College District for the Biennium 2017-2019 commencing July 1, 2017 in the total sum of \$1,165,891,587 for the following funds and appropriations as set forth as follows.

BE IT RESOLVED that the Board of Directors of the Portland Community College District hereby adopts the budget for the Biennium 2017-2019 in the total amount of \$1,165,891,587.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning JULY 1, 2017 and for the purposes shown below are hereby appropriated.

	1st Year of Biennium 2017-19	2nd Year of Biennium 2017-19	Total Biennium 2017-19
General Fund	\$237,901,500	\$264,801,198	\$ 502,702,698
CEU/CED-1900 Fund	\$9,719,473	\$9,297,546	19,017,019
Auxiliary Fund	\$745,867	\$969,215	1,715,082
Contracts and Grants Fund	33,624,486	33,933,531	67,558,017
Student Activities Fund	\$2,970,604	\$2,919,642	5,890,246
Student Financial Aid Fund	\$142,480,927	\$142,062,183	284,543,110
Capital Projects Fund	\$4,276,329	\$2,110,362	6,386,691
Capital Construction Fund	33,430,000	27,574,611	61,004,611
College Bookstore Fund	\$21,681,343	\$14,768,683	36,450,026
Food Services Fund	\$7,331,415	\$5,874,382	13,205,797
Parking Operations Fund	\$6,871,298	\$6,545,493	13,416,791
Internal Service-PERS/Reserve	\$12,107,877	\$31,920,953	44,028,830
Risk Management Fund	\$3,192,794	\$9,136,299	12,329,093
Print Center Fund	\$1,419,477	\$1,538,752	2,958,229
Early Retirement Fund	\$769,906	\$1,080,904	1,850,810
Debt Service Fund (G.O. Bonds)	\$42,499,738	\$31,222,481	73,722,219
P.E.R.S. Debt Service Fund	9,357,877	9,754,441	19,112,318
Total All Funds	\$ 570,380,911	\$ 595,510,676	\$ 1,165,891,587

Note: the 2nd year Biennium total includes Unappropriated Ending Fund Balance

GENERAL FUNDPrograms areas:

Sylvania Campus	\$94,423,048
Rock Creek Campus	\$70,852,623
Cascade Campus	\$53,043,018
Southeast Campus (formerly Ext Learning)	\$26,340,058
Office of the President	\$10,704,342
Office of the Exec Vice President	\$14,270,880
Administrative Services	\$117,457,532
Academic & Student Affairs	\$46,975,656
Transfers	8,618,725
Contingency	\$38,631,860
TOTAL APPROPRIATIONS	\$481,317,742
Unappropriated Ending Fund Balance (see note)	21,384,956
TOTAL GENERAL FUND	<u>\$502,702,698</u>

CONTRACTS AND GRANTS FUND

State Grants	\$13,851,428
Federal Grants	34,127,318
Local Contracts	13,584,263
Transfers	3,693,780
Contingency	2,301,228
TOTAL APPROPRIATIONS	\$67,558,017
Unappropriated Ending Fund Balance (see note)	0
TOTAL CONTRACTS AND GRANTS FUND	<u>\$67,558,017</u>

STUDENT FINANCIAL AID FUND

College Funded Programs	\$123,280
Federal Programs	282,733,876
Short Term Student Loan Program	44,400
Transfer	546,203
Contingency	1,095,351
TOTAL STUDENT FINANCIAL AID FUND	<u>\$284,543,110</u>

COLLEGE BOOKSTORE FUND

Bookstore Operations	\$26,508,045
Transfers	6,206,613
Contingency	3,576,159
TOTAL APPROPRIATIONS	\$36,290,817
Unappropriated Ending Fund Balance (see note)	159,209
TOTAL COLLEGE BOOKSTORE FUND	<u>\$36,450,026</u>

FOOD SERVICES FUND

Food Services Operations	\$12,053,254
Transfers	108,534
Contingency	1,044,009
TOTAL FOOD SERVICES FUND	<u>\$13,205,797</u>

Note: Unappropriated Ending Fund Balance is not an appropriation.

PARKING OPERATIONS FUND

Parking Operations	\$11,665,418
Transfers	768,557
Contingency	982,816
TOTAL APPROPRIATIONS	<u>\$13,416,791</u>
Unappropriated Ending Fund Balance (see note)	0
TOTAL PARKING OPERATIONS FUND	<u><u>\$13,416,791</u></u>

PRINT CENTER FUND

Print Center Operations	\$2,506,511
Transfers	112,696
Contingency	225,354
TOTAL APPROPRIATIONS	<u>\$2,844,561</u>
Unappropriated Ending Fund Balance (see note)	113,668
TOTAL PRINT CENTER FUND	<u><u>\$2,958,229</u></u>

RISK MANAGEMENT FUND

Self Insurance & Risk Administration	\$5,225,340
Contingency	1,160,248
TOTAL APPROPRIATIONS	<u>\$6,385,588</u>
Unappropriated Ending Fund Balance (see note)	5,943,505
TOTAL RISK MANAGEMENT FUND	<u><u>\$12,329,093</u></u>

CEU/CED (1900) FUND

Sylvania Campus	\$80,000
Cascade Campus	85,000
Workforce & Cmnty Dev (formerly Ext Learning)	18,031,941
Transfers	220,078
Contingency	600,000
TOTAL APPROPRIATIONS	<u>19,017,019</u>
TOTAL CEU/CED (1900) Fund	<u><u>19,017,019</u></u>

Note: Unappropriated Ending Fund Balance is not an appropriation.

AUXILIARY FUND

Facilities Usage	\$916,738
Campus Activities	281,734
Sustainability Projects	0
Transfers	37,926
Contingency	155,336
TOTAL APPROPRIATIONS	<u>\$1,391,734</u>
Unappropriated Ending Fund Balance (see note)	323,348
TOTAL AUXILIARY FUND	<u><u>\$1,715,082</u></u>

STUDENT ACTIVITIES FUND

Sylvania Campus Programs	\$1,549,889
Rock Creek Campus Programs	\$1,303,337
Cascade Campus Programs	\$1,153,022
Southeast Campus	\$929,132
District-wide Programs	\$804,866
Contingency	\$150,000
TOTAL STUDENT ACTIVITIES FUND	<u><u>\$5,890,246</u></u>

CAPITAL PROJECTS FUND

Capital Outlay	4,666,779
Contingency	1,719,912
TOTAL APPROPRIATIONS	<u>\$6,386,691</u>
Unappropriated Ending Fund Balance (see note)	0
TOTAL CAPITAL PROJECTS FUND	<u><u>\$6,386,691</u></u>

CAPITAL CONSTRUCTION FUND

Sylvania Campus	\$21,500,000
Cascade Campus	\$450,000
Rock Creek Campus	\$5,000,000
Southeast Campus (formerly Ext Learning)	\$180,000
District-wide Projects	\$24,500,000
Contingency	9,000,000
TOTAL APPROPRIATIONS	<u>60,630,000</u>
Unappropriated Ending Fund Balance (see note)	374,611
TOTAL CAPITAL CONSTRUCTION FUND	<u><u>\$61,004,611</u></u>

INTERNAL SERVICE-P.E.R.S\RESERVE

Transfers	\$24,112,318
Contingency	\$500,000
TOTAL APPROPRIATIONS	<u>\$24,612,318</u>
Unappropriated Ending Fund Balance (see note)	19,416,512
TOTAL INTERNAL CHARGE-P.E.R.S\RESERVE	<u><u>\$44,028,830</u></u>

Note: Unappropriated Ending Fund Balance is not an appropriation

EARLY RETIREMENT FUND

Personal Services	\$1,339,812
Contingency	<u>200,000</u>
TOTAL APPROPRIATIONS	\$1,539,812
Unappropriated Ending Fund Balance (see note)	<u>310,998</u>
TOTAL EARLY RETIREMENT FUND	<u><u>\$1,850,810</u></u>

DEBT SERVICE (G.O. Bonds) FUND

Debt Service	\$71,556,726
Unappropriated Ending Fund Balance (see note)	<u>2,165,493</u>
TOTAL DEBT SERVICE (G.O. Bonds) FUND	<u><u>\$73,722,219</u></u>

CAPITAL LEASE/PURCHASE FUND

Debt Service	\$0
Transfers	<u>\$0</u>
TOTAL CAPITAL LEASE/PURCHASE FUND	<u><u>\$0</u></u>

P.E.R.S. DEBT SERVICE FUND

Debt Service	\$19,112,318
TOTAL DEBT SERVICE (G.O. Bonds) FUND	<u><u>\$19,112,318</u></u>

Note: Unappropriated Ending Fund Balance is not an appropriation

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Portland Community College District hereby imposes the taxes provided for in the adopted budget and that these taxes are hereby imposed and categorized for the tax year 2017-2018 and for 2018-2019 upon the assessed value of all taxable property within the Portland Community College District of Clackamas, Columbia, Multnomah, Washington, and Yamhill Counties, of the State of Oregon. The following allocation and categorization, subject to the limit of Section 11b, Article XI of the Oregon Constitution make up the aforementioned levy:

For the 1st year of the biennium period July 1, 2017 to June 30, 2018:

Amount Subject to the Education Limitation:

General Fund \$0.2828 per \$1,000 of assessed value*

**constitutionally established by Ballot Measure 50*

Amount Excluded from the Limitation (to repay G.O. Bonds):

Debt Service Fund \$41,144,055

For the 2nd year of the biennium period July 1, 2018 to June 30, 2019:

Amount Subject to the Education Limitation:

General Fund \$0.2828 per \$1,000 of assessed value*

**constitutionally established by Ballot Measure 50*

Amount Excluded from the Limitation (to repay G.O. Bonds):

Debt Service Fund \$30,911,689

AND, that the President of the Portland Community College District be hereby authorized and directed to file with the County Assessor of each County in which the Portland Community College District is located, a notice of tax levy and a true copy of the budget as finally adopted in accordance with the provisions of ORS 310.060 and ORS 294.555.

ADOPTED BY THE GOVERNING BOARD OF THE PORTLAND COMMUNITY COLLEGE DISTRICT THIS 15th DAY OF JUNE, 2017.

ATTEST:

APPROVED:

Mark Mitsui
College President

Kali Thorne-Ladd
Chair, Board of Directors



Board of Directors Goals 2016-2017

Board members recognized during discussion that several goals from previous goal-settings are not time-specific but are, rather “legacy priorities” that will apply, with a degree of contemporary variation, in any year. Other priorities and goals were identified that are specific to the 2016-2017 planning cycles.

Legacy Goals

1. Ensure an environment of success that encourages access and timely completion
2. Prioritize the college’s commitment to the creation of a nationally renowned culture for diversity, equity and inclusion
3. Track and evaluate Portland Community College operations and execution of the Strategic Plan by way of regular Board meeting Dashboard reviews
4. Be an engaged advocate for Portland Community College in:
 - a. Governmental affairs and governmental advocacy
 - b. Development of fundraising strategies targeting the advancement of important initiatives (e.g. Future Connect, PCC Foundation efforts, etc.)
5. Cultivate and maintain clear and consistent communication between the Board of Directors and the President

Board Priorities

- Support Portland Community College's enhanced, District-wide efforts to:
 - Recruit, hire, and retain faculty and staff from historically underrepresented groups;
 - More systematically and strategically address the achievement gap for students of color
 - Increase the utilization of Minority Women Emerging Small Business for college contracting
- Advance Portland Community College’s adoption and funding of technology infrastructure and policies that reflect industry best practices
- Support the President in the development of college-wide plans, and in strengthening internal college communication
- Ensure Board readiness for a successful Portland Community College 2017 Bond Campaign
- Ensure that Portland Community College remains a relevant workforce training partner of choice in the communities it serves

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.