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PORTLAND COMMUNITY COLLEGE BOARD OF DIRECTORS

# Business Meeting

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— March 4, 2021 —



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

# Portland Community College Board of Directors

## Vision

Building futures for our Students and Communities

.....

## 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
- .....

## Who We Are

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

## We Value

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

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

March 4, 2021

Please click the link below to join the webinar:

<https://portlandcc.zoom.us/j/97617740486>

Telephone: US: +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 or +1  
312 626 6799 or +1 646 876 9923 or +1 301 715 8592

Webinar ID: 976 1774 0486

**AGENDA**

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

4:30 PM

**Board Forum**

Oregon School Board Association

- Katrina Doughty (OSBA Board Position 17); Multnomah Educations Service District Board member
- Kris Howatt (OSBA Board Position 18); Gresham-Barlow Board member
- Sonja McKenzie (OSBA Board Vice President Position 19); Parkrose School District Board Chair

5:00 PM

**Executive Session**

In accordance with ORS 192.660 (2), (d) labor negotiations and (k) school safety

Media Requests to join the Executive Session can be emailed ([boardmember@pcc.edu](mailto:boardmember@pcc.edu), please use **MEDIA REQUEST** in the subject line) or phoned in (971.722.4365) by 2:30 pm of the meeting date.

5:30 PM

**Transition/Break**

5:45 PM

**Work Session**

**ENTERPRISE:** *Cultivate a long-term sustainable college enterprise*

- Board Policy—Tiffani Penson (5 minutes)
- Board Self-Assessment—Jessica Johnson and Ashley Deihr (10 minutes)

- OCCA/OPC Update—Michael Sonnleitner and Mark Mitsui (5 minutes)
- DEI Statement Discussion—Chair Alyajouri (10 minutes)

6:15 PM **Transition/Break**

6:30 PM **Call to Order**

- Approval of Agenda—March 4, 2021
- Approval of Minutes—January 21, 2020

6:35 PM

**Information Sessions**

**PRESIDENTS UPDATES (15 minutes)**

- COVID-19 Update
- Corrections Update
- NISOD
- Announcements
- Other

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

- Diversity Equity and Inclusion: MENTE: Addressing Latinx Male Educational Disparities--José Esparza (15 minutes)

**DELIVERY:** *Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem*

- Planning and Capital Construction: Housing Update—Linda Degman (10 minutes)

**ENTERPRISE:** Cultivate a long-term sustainable college enterprise

- CAFR: Single Audit Report-- Kristin Diggs (10 minutes)
- Internal Audit Presentation—Jessica Johnson (10 minutes)

7:35 PM

**Public Comment on Agenda Items**

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

7:45 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.)

PERSONNEL

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March 4, 2021..... 612

**Academic Professional Appointments:**

Ayumi Giampietro, Academic Advising Specialist

Office of the Dean of Student Development  
(Temporary)

Emma Gray, Online Development Facilitator  
Academic Affairs

**Administrative Appointments:**

Sonya Bedient, Dean of Academic and Career  
Pathways Guidance, Student Affairs

Ryan Clark, Dean of Enrollment Strategy and Services,  
Student Affairs

Jeremy Estrella, AVP of Academic and Career Pathways  
(PSE, SS, AHC&D), Academic Affairs

Vicky Lopez Sanchez, Dean of K12 and Community  
Partnerships, Student Affairs

Karen Paez, AVP of Academic and Career Pathways  
(HEP, CMT&T, B&E), Academic Affairs

Josh Peters-McBride, Dean of Student Life and  
Engagement, Student Affairs

Loraine Schmitt, Executive Dean of Instructional and  
Student Affairs Innovation and Technology,  
Academic Affairs

Kurt Simonds, Dean of Academic Affairs and Student  
Affairs Operations, Academic Affairs

Lauren Smith, Dean of Student Belonging and  
Wellbeing, Student Affairs

Sarah Tillery, Executive Dean of Teaching and Learning  
Support, Academic Affairs

**Faculty Appointment:**

Sandra Crawshaw, Instructor, Dental Assisting, Health  
Professions and Physical Education Division

**Retirees**

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**BOARD**

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7:55 PM

### **Public Comment on Non-Agenda Items**

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

8:05 PM

### **Reports (5 minutes each)**

- Student Update—Riley Turner, Student Board Member
- PCC Federation of Classified Employees (AFT Local 3922)—Jeff Grider, President
- PCC Federation of Faculty and Academic Professionals—Frank Goulard, President
- Board Members

8:30 PM

### **Adjournment**

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February 18, 2021

21-108

## APPROVAL OF PERSONNEL ACTIONS

PREPARED BY: The Human Resources Department Staff

APPROVED BY: Mark Mitsui, President

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

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

**Academic Professional Appointment (Temporary)– Ayumi Giampietro**

## Academic Advising Specialist

Office of the Dean of Student Development

Annual Salary: \$48,976                      Grade: 3                      Step: 1

Effective: January 4, 2021 to January 4, 2022

Applicant Flow: Article 3.64 Recruitment

Academic Professional Appointment (NonGeneral Fund Temporary)– Emma Gray

## Online Development Facilitator

## Academic Affairs

Annual Salary: \$59,504                      Grade: 5                      Step: 3

Effective: February 1, 2021 to September 30, 2021

Applicant Flow: Article 3.64 Recruitment

### Administrative Appointment– Sonya Bedient

Dean of Academic and Career Pathways Guidance

## Student Affairs

Annual Salary: \$127,319 Grade: O

Effective: January 21, 2021

Applicant Flow:

Gender

## Ethnicity

15	Female	0	American Indian or Alaska Native
7	Male	2	Asian
0	Not Disclosed	0	Black or African American
		6	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		1	Not Disclosed
		1	Two or More Selections
		12	White
		<hr/> 22	Total

**Administrative Appointment– Ryan Clark**

Dean of Enrollment Strategy and Services

## Student Affairs





22 Total

Administrative Appointment– Karen Paez

AVP of Academic and Career Pathways (HEP, CMT&T, B&E)

Academic Affairs

Annual Salary: \$136,700 Grade: Q

Effective: January 21, 2021

Applicant Flow:

Gender

Ethnicity

15	Female	0	American Indian or Alaska Native
7	Male	2	Asian
0	Not Disclosed	0	Black or African American
		6	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		1	Not Disclosed
		1	Two or More Selections
		12	White
		22	Total

Administrative Appointment– Josh Peters-McBride

Dean of Student Life and Engagement

Student Affairs

Annual Salary: \$103,650 Grade: O

Effective: January 21, 2021

Applicant Flow:

Gender

Ethnicity

15	Female	0	American Indian or Alaska Native
7	Male	2	Asian
0	Not Disclosed	0	Black or African American
		6	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		1	Not Disclosed
		1	Two or More Selections
		12	White
		22	Total

Administrative Appointment– Loraine Schmitt

Executive Dean of Instructional and Student Affairs Innovation and Technology

Academic Affairs

Annual Salary: \$152,500 Grade: P

Effective: January 21, 2021

Applicant Flow:

Gender

Ethnicity

15	Female	0	American Indian or Alaska Native
7	Male	2	Asian



Effective: January 21, 2021

Applicant Flow:

Gender		Ethnicity	
15	Female	0	American Indian or Alaska Native
7	Male	2	Asian
0	Not Disclosed	0	Black or African American
		6	Hispanic/Latino
		0	Native Hawaiian or Other Pacific Islander
		1	Not Disclosed
		1	Two or More Selections
		12	White
		22	Total

Faculty Appointment (Temporary)– **Sandra Crawshaw**

Instructor, Dental Assisting

Health Professions and Physical Education Division, Sylvania Campus

Annual Salary: \$61,137 Step: 3

Effective: December 21, 2020 to August 20, 2021

Applicant Flow: Article 3.64 Recruitment

**ETHNIC AND GENDER DESCRIPTION OF STAFF  
PROPOSED TO BE HIRED IN THE FEBRUARY 18, 2021 PERSONNEL REPORT**

Female	9
Male	4
Not Disclosed	0
	<hr/> 13

American Indian/Alaskan Native	0
Asian	3
Black or African American	0
Hispanic/Latino	3
Native Hawaiian/Pacific Islander	0
Not Disclosed	0
Two or More Selections	1
White	6
	<hr/> 13

February 18, 2021

21-109

COMMENDATION OF RETIRING EMPLOYEE –  
ALICE BERNSTEIN

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Alice Bernstein has performed faithfully in her duties as Accountant III for Portland Community College since April 1, 2010. She retires effective March 1, 2021.

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

February 18, 2021

21-110

COMMENDATION OF RETIRING EMPLOYEE –  
LINDA BROWNING

PREPARED BY: Human Resource Department Staff

APPROVED BY: Mark Mitsui, President

REPORT: Linda Browning has performed faithfully in her duties as a Business Service Coordinator, Student Resource Specialist and Comm Resource Specialist Sr. for Portland Community College since December 28, 2007. She retires effective January 29, 2021.

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

February 18, 2021

21-111

COMMENDATION OF RETIRING EMPLOYEE –  
ANN PRATER

PREPARED BY: Human Resource Department Staff

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

REPORT: Ann Prater has performed faithfully in her duties as Director, Foundation Development for Portland Community College since August 17, 2015. She retires effective January 29, 2021.

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

February 18, 2021

21-112

AWARD CONTRACT FOR SIMCAPTURE LEARNING  
MANAGEMENT SYSTEM FOR CASCADE CAMPUS EMS  
SIMULATION THEATER

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

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

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

REPORT: The 2017 Bond Program included funding to create new medical simulation labs. The first of these will be built at the Cascade Campus in the Public Services Educational Building (PSEB).

As part of the project, the College needs to install a Learning Management System (LMS) that provides audio, video, and other data output from healthcare simulation mannequins. This feature is critical in allowing the instructor or student to reference changes in vital signs as debriefing and reflection points.

College staff thoroughly researched the options available and determined that the SimCapture system from Laerdal Medical Corporation is the only available LMS that can work with the College's existing mannequins. No other available system can integrate with existing equipment and provide the output required.

P&CC staff, in conjunction with the College Procurement and Contracting Office, recommend that the College proceed with a sole source purchase of the SimCapture system.

RECOMMENDATION: That the Board of Directors authorize PCC to award the contract for the SimCapture Learning Management System to Laerdal Medical Corporation for a cost of \$160,978, including a 10% contingency. The initial cost of equipment, including initial setup, will come from 2017 Bond Funds. Subsequent annual support will be from General Funds.

February 28, 2021

21-113

INCREASE CONTRACT FOR CONSTRUCTION  
MANAGER/GENERAL CONTRACTOR (CM/GC) FOR  
PORTLAND METROPOLITAN WORKFORCE TRAINING  
CENTER (PMWTC)

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

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

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

REPORT: At its meeting on February 27, 2020, the Board approved resolution 20-105 to award the contract for CM/GC services for the Portland Metropolitan Workforce Training Center to Anderson Construction. This approval covered up to \$165,000 in preconstruction services.

At its meeting on January 21, 2021, the Board approved resolution 21-094 to increase the preconstruction fee to \$449,444 to reflect bringing sub-contractors into the process at an earlier stage than planned. The building will be built from mass timber and requires more extensive up-front sub-contractor work than a typical building.

Design development has identified the need to bring further sub-contractors into the design process earlier than initially planned. Anderson Construction has estimated that the total additional amounts to be moved to the preconstruction phase are \$350,000. When the Guaranteed Maximum Price (GMP) is submitted, it will reflect moving these costs from the project's design development phase to the current stage. P&CC staff has reviewed the estimate and recommends acceptance.

The revised cost for preconstruction services will be \$799,444. Once the design phase is completed, we will come back to the Board for approval of the Guaranteed Maximum Price (GMP) through construction.

RECOMMENDATION: That the Board of Directors authorize PCC to increase the contract for the Portland Metropolitan Workforce Training



Center with Andersen Construction to a new preconstruction fee of \$879,388, including a 10% contingency. Funding will be from the 2017 Bond.

February 21, 2021

21-114

PORTLAND COMMUNITY COLLEGE 2021  
DISTINGUISHED PATRON AWARD NOMINEE

PREPARED BY: Ann Prater, Executive Director, PCC Foundation

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

REPORT: PCC Foundation recommendation for the 2021 Distinguished Patron Award are Anne Naito-Campbell and The Honorable Margaret Carter.

**Anne Naito-Campbell**, daughter of Portland business and civic leader Bill Naito, approached PCC President Mark Mitsui in the spring of 2020 looking to partner with PCC to help our region rebound from the economic crisis resulting from the COVID-19 pandemic. Her relationship with President Mitsui and her respect for the work of PCC led her in a decision to make a \$1M cash gift, the first in the history of the PCC Foundation, to support workforce development, to honor her family's arrival in the United States one hundred years ago, and to serve as an inspiration to immigrant and disenfranchised people and families like hers seeking opportunity through education.

Anne made a \$1M cash gift to establish the **Naito Family Fund for Opportunity**, an endowed fund that will be used to support the Pathways to Opportunity initiative. The earnings from this fund will serve as a reliable funding stream to fortify PCC's ability to continually grow and innovate Pathways to Opportunity, or PTO.

By creating a bridge to connect gaps in funding sources, this gift will help ensure that PCC will forever have the ability to meet the needs of those who seeks opportunity. In honor of this extraordinary gift, the PCC District Board voted to name the Library on the PCC SE Campus the Naito Family Library. In conversations with Foundation staff, Anne shared that this dedication to Portland Community College, and to serving her city in ways to promote equitable opportunity, was part of her **Ikigai**, a Japanese concept that means "a reason for being". She is proud to serve our students and be a partner in our

mission of equitable student success.

**Former State Senator Margaret Carter**, the first African-American woman to be elected to the Oregon Legislature, has been a lifelong supporter, advocate and champion for Portland Community College. She came to Oregon in 1967 as a single mother with five young daughters, no job, and nowhere to stay. She quickly enrolled at PCC to continue her studies, going on to earn her undergraduate degree in education from Portland State and a master's degree in educational psychology from Oregon State. She then returned to PCC, first as a counselor and later as an instructor.

After a decade of teaching psychology to students at PCC Cascade, she made history when she was elected to represent North Portland's District 22. She spent the next 25 years in the Oregon Legislature, where she wrote the state's landmark divestiture laws from apartheid South Africa as well as the act that created a state holiday honoring Dr. Martin Luther King Jr. Throughout her legislative career, Senator Carter worked to ensure that the state's education systems remained accessible, equitable and well-funded. After leaving the Oregon Senate, she continued her strong support for PCC by establishing an endowed student scholarship that helps remove financial barriers to attending college. In 2012, she was honored with the PCC Diamond Alumna Award for her tireless advocacy to make a difference in the lives of PCC students.

The Margaret Carter Skill Center and the Senator Margaret Carter Technology Education Building, both on PCC's Cascade campus, are also named in her honor. This summer, Senator Carter will retire as a trustee of the PCC Foundation Board after four years of generous service and be welcomed as a member of the PCC Foundation Emeritus Board.

To date, Patron Award recipients include: Richard and Sharon Helzer; Doreen S. Margolin (*posthumously*, 2007); Norma Jean Germond (2008); Barbara Raz; Mary Holmström (2009); Lee and Virginia Finders (*posthumously*, 2010); The James F. and Marion L. Miller Foundation (2011); Intel Corporation; The Oregon Community Foundation (2012) ; No award in 2013; Ross

Lienhart and Sheila Edwards-Lienhart (*posthumously*) (2014); The Renaissance Foundation—Irving Levin and Stephanie Fowler (2015); Meyer Memorial Trust (2016); and Betty Duvall (2017); Robert Wimmer and Howard Butzer (2018); Chris and Tom Neilsen (2019), PCC Retirees (2020).

RECOMMENDATION: The PCC Board of Directors award the 2021 Patron Award to Anne Naito-Cambell and The Honorable Margaret Carter.

February 18, 2021

21-115

APPROVAL OF PROFESSIONAL LEAVES FOR  
FY21 – 22 FACULTY AND ACADEMIC PROFESSIONALS

PREPARED BY: Patti Battles, Executive Assistant, Academic Affairs  
Katy Ho, Vice President, Academic Affairs

FINANCIAL  
RESPONSIBILITY: Katy Ho, Vice President, Academic Affairs

APPROVED BY: Mark Mitsui, President

REPORT: Applications for professional leave were received and processed in accordance with Article 20 of the Agreement between Portland Community College and the Portland Community College Faculty Federation. The President has reviewed the applications and recommendations of the campus/district administration.

RECOMMENDATION: That the following Portland Community College faculty be granted professional leaves for the purpose, time period, and salary payments indicated:

**Tanya Littrell Kraus**

**Full-Time Faculty: HPPE/Exercise Science & PE**

Duration: Fall 2021, Winter 2022 and Spring 2022

Salary: 65% of Annual Scheduled Salary (Three-term leave)

Purpose: I will explore best practices and optimal models for coordinated and holistic employee and student wellness. This work will help transform our college culture to create "... a Sense of Belonging and Well-Being for Every Student" and every employee. I will expand my wellness specialist and teaching credentials through an equity, inclusion, and social justice lens to better lead the department, division/academic pathway, and college in this work. I will develop professional networks to gain key collaborators and partners. I will share out by detailing my leave process, findings, and recommendations via a white paper and interactive workshops. I believe my leave supports all four of PCC's CORE THEMES – in the following ways:

- Access and Student Success: My leave will hopefully lead to enhanced systems to support student well-being. I will explore best practices and model programs for high-quality employee wellness; and all employees support student success in some way. My leave research will support a wellness degree in development. The wellness degree in development will be interdisciplinary, serve a growing career field, and be a degree option in the healthcare pathway. As such it would be accessible by any PCC student, and specifically would serve students who may apply but not enter an existing healthcare certificate or degree program. This will enhance access and completion of a PCC degree in the topic areas of healthcare and wellness.
- Economic Development and Sustainability: The recent PCC Strategic Plan survey intro says this: "A healthy community requires many factors enabling citizens to thrive" and "...community colleges are among the most tangible assets of a healthy community." Our employees, essentially, are our most tangible assets. In this leave I will research worksite wellness, apply to PCC, and aim to gain external partnerships to support PCC's work. Healthy and happy employees are more productive, contribute more to student success, and cost less in the long run. So, this work has the potential to positively influence economic capital, while lifting PCC's human culture.
- Quality Education: My development work will support student and employee well-being. Elevating well-being is a crucial step before we can truly learn or provide a high-quality education. In this work, I will continue to ask questions and always seek to apply an equity, inclusion, and social justice lens to the research, findings, recommendations, and my future teaching.

- Diversity, Equity and Inclusion: I have already started a journey in the last year exploring racism/colonialism/whiteness/appropriation in wellness. It is my intention to use some of my leave time continuing that personal journey and revisiting current thinking around social determinants of health topics. I will specifically attend workshops, webinars, and virtual conferences to expand my credentials through an equity, inclusion, and social justice lens to better lead the department, division/academic pathway, and college in this work.

**Luciana Diniz**

**Full-Time Faculty, English and World Languages/ESOL**

Duration: Winter 2022

Salary: 100% of Annual Scheduled Salary (One-term leave)

Purpose: The goal of my sabbatical is to support PCC's initiative of student success through gaining knowledge regarding new research in the field of Corpus Linguistics, reflecting on how it can be applied to my own teaching practices, and developing a toolkit to be used by other ESOL instructors. In order to do this, I will partner with the Applied Linguistics MA program at PSU. I will observe Corpus Linguistics classes, read research in the field, provide workshops to MA student-teachers, and most importantly, I will develop a set of (ready-to-go) corpus-linguistics based activities that will be shared as an OER.

My proposal supports:

1. Access and Student Success: Students will have access to up-to-date resources that will enhance their language learning experience.
2. Quality Education: ESOL instructors at PCC will be provided with ready-to-go activities based on current research.
3. Diversity, Equity and Inclusion: The results of this project will benefit our extremely diverse population of ESOL students, as well as our PCC instructors and other instructors in Oregon (since the project will be shared as an OER).

**Blake Hausman**

**Full-Time Faculty, Liberal Arts & Pre-College / English Dept / Southeast Campus**

Duration: Spring 2022

Salary: 100% of Annual Scheduled Salary (One-term leave)

Purpose: I am applying for professional leave to complete my second novel and engage the mainstream literary publishing industry. This will help me publish the novel and dramatically improve my own ability to teach Creative Writing students about the mainstream publishing industry. My novel-in-progress is a work of Indigenous Futurism set in Portland in the 2090's, and its publication will elevate PCC's profile in relation to the city's literary and Indigenous expressive cultures. I would not teach classes in Spring 2022 and would need an interim FDC, but I

would continue to serve as APS Chair during my leave. Thanks!

The core outcomes this supports are:

- **Access & Student Success** -- Most students in PCC's Creative Writing program want to know about publication opportunities and the publishing industry. However, while PCC's CW program tends to direct our students toward internal publishing opportunities (e.g., the campus-based literary magazines), we do not currently do a great job of increasing access for students to want to pursue mainstream literary publication. I want to gain more knowledge myself so that I can apply my energies to increasing student access to publishing opportunities in the world outside of PCC.
- **Quality Education** -- I will be better equipped to teach students about the mainstream publishing industry. As discussed in detail in my proposal, this is the one aspect of my work and experience as a teacher of English and Creative Writing where I genuinely lack experience (my first novel was published by a university press, in a Native-specific series, with an editor who liked my work). Gaining more experience with non-Native-specific mainstream publishing will empower me to better educate students who genuinely want concrete and specific insights about engaging this industry.
- **Diversity, Equity & Inclusion** -- This leave will elevate Native American arts and literatures at PCC and in the PDX region, and it will better enable me to support BIPOC students who want practical strategies for engaging a white dominant mainstream publishing industry that tends to tokenize BIPOC writers.

**Greg Kaminski**

**Full-Time Faculty, Online Learning**

Duration: Spring 2022

Salary: 100% of Annual Scheduled Salary (One-term leave)

Purpose: I plan to research a variety of educational institutions to collect strategies related to quality assurance tools and faculty coaching with the goal of applying new strategies to our instructional needs at PCC. The ultimate goal is for continuous improvement in the learning experiences of our students, increased retention, and an increased completion rate in our online and emerging hybrid modalities. This proposal directly supports the PCC Mission core themes of Access, Student Success, and Quality Education as well as the YESS initiative as we strive to engage students with culturally responsive teaching practices and provide equal opportunities for success. My proposal directly supports the PCC Mission, specifically the Core Themes of Access, Student Success, and Quality Education. It is especially important as we emerge from the current pandemic for PCC to learn more about the most effective blends and quality assurance measures for these emerging modes of instruction. This proposal also directly supports the YESS initiative for Equitable Student Success in assuring that our



online courses reflect strong culturally responsive teaching practices and that we reach out to all students to engage them and provide equal opportunities for success.

February 21, 2021

21-116

APPOINTMENT OF BOARD SECRETARY

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

APPROVED BY: Mark Mitsui, President

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

- Board Secretary: Denise Frisbee, Zone 1

RECOMMENDATION: The Board approve the appointment as recommended by Chair Aylajouri for the FY 2020-2021.

February 18, 2021

21-117

RESOLUTION FOR THE APPROVAL OF THE FY 2021  
AND FY 2022 INTERNAL AUDIT PLAN

PREPARED BY: Jessica Johnson, Internal Audit Director, Office of the  
Internal Auditor

APPROVED BY: Mark Mitsui, President

REPORT: The International Standards for the Professional Practice of Internal Auditing require that a risk-based plan be established to determine the priorities of the internal audit function, consistent with the organization's goals. Development of the Internal Audit Plan for FY 2021 was delayed due to the COVID-19 pandemic. The accompanying Internal Audit Plan included in the Internal Auditor Report summarizes the risk assessment and outlines the proposed audit projects for the remainder of FY 2021 through FY 2022. The plan was reviewed with the College President's Cabinet and Board Audit Committee members in January 2021. Completion of the plan will be monitored at Audit Committee meetings and any significant changes to the plan will be submitted to the Board of Directors for approval.

RECOMMENDATION: That the Board of Directors approve the FY 2021 & FY 2022 Internal Audit Plan in Exhibit A.

## Office of the Internal Auditor FY 2020 & FY 2021 Report

### BACKGROUND

As outlined in the charter of the Board of Directors Audit Committee, the role of the Office of the Internal Auditor (OIA) is to support the mission of Portland Community College (PCC) by providing independent, objective assurance and consulting services. OIA helps the college accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The charter directs that the Internal Auditor submit an annual report to the College President, to the Chair of the Audit Committee, and to the Board of Directors that summarizes the internal auditing activities of the previous year. The charter also directs that the Internal Auditor submit the annual audit plan to the Board of Directors for approval.

Development of the final progress report for FY 2020 and the Internal Audit Plan for FY 2021 were delayed due to the COVID-19 pandemic. As a result, this report has been expanded to include progress from July 1, 2019 through February 29, 2021, and the proposed audit plan for March 1, 2021 through June 30, 2022.

### FY 2020 & FY 2021 PROGRESS REPORT

Service Area	Activity
Assurance	<ul style="list-style-type: none"><li>□ Conducted planning for an outsourced audit of Payroll controls (FY 2020 work was delayed due to COVID-19 and will be carried forward to FY 2021.)</li><li>□ Partnered with Planning and Capital Construction (P&amp;CC) as a liaison for outsourced construction audits of the Oregon Manufacturing and Innovation Center (OMIC), Health Technology (HT) building, and Metro projects. Projects are multi-year and audit work will continue through FY 2021-2022.)</li></ul>
Consulting	<ul style="list-style-type: none"><li>□ Consulted on the College's COVID-19 response by researching vaccines, treatment, testing, and the Governor's framework for reopening Oregon.</li><li>□ Served as Interim COVID-19 Reopening Project Lead from June through August 2020, and subsequently transitioned work to the Office of COVID-19 Reopening Director.</li><li>□ Consulted on Coronavirus Aid, Relief, and Economic Security (CARES) Act and Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) compliance.</li></ul>

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Portland Community College – FY 2020 & FY 2021 Internal Auditor Report  
February 18, 2021

	<ul style="list-style-type: none"> <li>❑ Completed a review of cash controls. PCC contracted with Moss Adams to perform this engagement and the Office of the Internal Auditor provided oversight and performed additional procedures as needed.</li> <li>❑ Contributed to accreditation Year 6 Policies, Regulations and Financial Review (PRFR) Report for Standard Two: Governance, Resources, and Capacity.</li> <li>❑ Consulted on the concept of a comprehensive Board self-assessment by an external assurance provider/outside facilitator.</li> <li>❑ Provided ethics-related advice in response to inquiries regarding compliance with Oregon Government Ethics Law.</li> <li>❑ Provided miscellaneous advice and support.</li> <li>❑ Participated in a non-voting role on the Strategic Planning Steering Committee, COVID-19 Opening Leadership Team (COLT), Risk Council, and Red Flags Committee.</li> <li>❑ Served as a member of the Audit Committee for the Higher Education Coordinating Commission (HECC).</li> <li>❑ Served on hiring committees for the Chief Information Security Officer (CISO), the Information Security Governance, Risk, and Compliance Specialist, the Executive Administrative Assistant for the Vice President of Finance and Administration, and the Higher Education Coordinating Commission (HECC) Internal Auditor.</li> <li>❑ Presented on a panel for new Chief Audit Executives at a training event for the Association of Local Government Auditors (ALGA).</li> </ul>
Investigative	<ul style="list-style-type: none"> <li>❑ Administered the PCC EthicsPoint reporting system, responding to complaints and hotline reports in a timely and consistent manner.</li> </ul>
Follow-up	<ul style="list-style-type: none"> <li>❑ Followed-up on all open audit recommendations. These follow-ups confirmed management progress on action plans for improving procurement card, purchasing, and cash operations, as well as financial reporting and financial aid compliance.</li> </ul>
External Audit Coordination	<ul style="list-style-type: none"> <li>❑ Partnered with Financial Services as a liaison for federal single compliance and financial statement audits.</li> </ul>
Internal Audit Management	<ul style="list-style-type: none"> <li>❑ Performed activities required to manage the internal audit function, including the annual risk assessment, audit plan, and final progress report, quality assurance and improvement program, Audit Committee coordination, outreach and communications, and benchmarking and metrics.</li> </ul>

## FY 2021 & FY 2022 PROPOSED INTERNAL AUDIT PLAN

The FY 2021 & FY 2022 internal audit plan was prepared based on the college-wide risk assessment performed by the OIA, which included input from the Board of Directors, Audit Committee, President's Cabinet, and the external auditor. Additionally, the Internal Auditor considered key background information, such as prior audits and risk assessments, existing audit requests, college initiatives, changes in systems or management, relative importance of operations, external audit focus, and industry trends.

Once the plan is finalized, OIA will use it to provide internal audit services for the remainder of FY 2021 through FY 2022. Completion of the plan will be monitored at Audit Committee meetings and any significant changes will be submitted to the Board of Directors for approval.

The internal audit plan includes assurance, consulting, investigative, follow-up, external audit coordination, and internal audit management services as shown below. All services can be provided primarily remotely in compliance with PCC's COVID-19 health and safety program, with minimal to no on-site work.

Service Area	Activity
Assurance	<ul style="list-style-type: none"> <li><input type="checkbox"/> Oversee outsourced payroll audit to review payroll processes and controls.</li> <li><input type="checkbox"/> Conduct an audit of PCC's framework for student and employee behavioral intervention, including Behavioral Intervention Team (BIT) processes.</li> <li><input type="checkbox"/> Partner with P&amp;CC as a liaison for outsourced construction audits of the OMIC, HT building, and Metro projects, as well as a process audit of P&amp;CC's internal practices for managing construction contracts.</li> </ul>
Consulting	<ul style="list-style-type: none"> <li><input type="checkbox"/> Consult on COVID-19 grant relief funds compliance, including the CARES Act and CRRSA.</li> <li><input type="checkbox"/> Consult on corrective action plans for prior financial aid review conducted by an external consultant in 2019.</li> <li><input type="checkbox"/> Provide facilitation support for a comprehensive Board self-assessment by an external assurance provider.</li> <li><input type="checkbox"/> Serve on various committees in an advisory capacity.</li> <li><input type="checkbox"/> Respond to ad hoc questions and requests as needed.</li> </ul>
Investigative	<ul style="list-style-type: none"> <li><input type="checkbox"/> Administer the PCC EthicsPoint reporting system.</li> <li><input type="checkbox"/> Serve as liaison and resource for investigations.</li> </ul>
Follow-Up	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow up on open audit recommendations.</li> </ul>
External Audit Coordination	<ul style="list-style-type: none"> <li><input type="checkbox"/> Serve as liaison for external audit services including contracted and regulatory-imposed audits, including, but not limited to, partnering with</li> </ul>

	Financial Services as a liaison for the financial statement and federal single compliance audits.
Internal Audit Management	<input type="checkbox"/> Perform activities required to manage the internal audit function, including the annual risk assessment, audit plan, and final progress report, quality assurance and improvement program, Audit Committee coordination, outreach and communications, and benchmarking and metrics.

## INTERNAL AUDIT RESOURCES

According to the Institute of Internal Auditors (IIA) *International Professional Practices Framework (IPPF)*, the Internal Audit Director must communicate the internal audit activity's plans and resource requirements to senior management and the Board for review and approval. The Internal Audit Director must also communicate the impact of resource limitations.

The OIA is comprised of the Internal Audit Director and an Executive Assistant. The Internal Audit Director reports functionally to the Audit Committee of the Board of Directors and administratively to the College President. The OIA organizational structure provides independence in accordance with IPPF standards.

Current resourcing is expected to be sufficient to accomplish the proposed internal audit plan. However, with more audit resources, additional assurance and consulting projects could be performed in key areas such as information technology and security, policy management, compliance and risk management, and business continuity, among others. Additional resources could also provide an opportunity for cost savings by reducing the need to outsource audits, especially considering that out-sourcing is typically more expensive than in-sourcing or co-sourcing.

Resource limitations can reduce the OIA's ability to comply with standards, to grow strong in-house experience, and to help the college accomplish its objectives and improve the effectiveness of processes. The Internal Audit Director is therefore coordinating with the Audit Committee and PCC Administration to identify opportunities for increased resourcing as part of strategic planning and FY 2021-23 budgeting. Resourcing needs will continue to be monitored to ensure appropriate levels of service and to evaluate the need for external resources in the event urgent high-risk areas are identified.





February 18, 2021

21-118

BP 2310 REGULAR MEETINGS OF THE BOARD OF  
DIRECTORS (SECOND READING)

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

APPROVED BY: Mark Mitsui, President  
Mohamed Alyajouri, Chair, Board of Directors

REPORT: After review of board policy and adoption of the Oregon  
Community College Association (OCCA) policy  
framework changes are needed to board policy B202  
Regular Meetings of the Board of Directors.

Currently the policy states that *the Board will hold meetings as required by the business of the college and establish regular meeting dates. The date or place of a regular meeting may be changed by action of the Board or by the President or Chairperson provided every member is notified in writing.*

With suggestions from staff and the OCCA policy framework the new policy for consideration is as follows:

*It is the policy of the Board to welcome and encourage the attendance of all interested persons at its meetings. The President or their designee shall be present at all meetings of the Board.*

*The Board will hold meetings as required by the business of the college and establish regular meeting dates. The date or place of a regular meeting may be changed by action of the Board or by the President or Chairperson provided every member is notified in writing.*

*Regular meetings of the Board of Directors shall be held monthly on the third Thursday. The Board of Directors meetings will be held at 12000 SW 49th Avenue, Portland OR 97219 unless otherwise noted on the meeting agenda. The Board of Directors will meet at various locations throughout the Portland Community College district.*

RECOMMENDATION: That the Board of Directors in accordance with ORS 341.283 and BP 2410 Board Policies, Bylaws and Administrative Procedures approve the first reading of the BP 2310 Regular Meetings of the Board of Directors. Upon approval by a second reading, the current policy will be retired.

February 18, 2021

21-119

BP 2315 CLOSED/ EXECUTIVE SESSIONS (SECOND READING)

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

APPROVED BY: Mark Mitsui, President  
Mohamed Alyajouri, Chair, Board of Directors

REPORT: After review of board policy and adoption of the Oregon Community College Association (OCCA) policy framework changes are needed to board policy B202 Executive Session of the Board of Directors.

Currently in the **Meetings of the Board** section of B202 the policy states that *the Board may hold an Executive Session for the purposes authorized under ORS Chapter 192 during a regular, special or emergency meeting, after the Board Chairperson has identified the authorization under ORS 192.610 to 192.690. An executive session means any meeting or any part of a meeting of a governing body that is closed to certain people for deliberations. (ORS 192.610(2)). Executive Sessions may not be held for the purpose of taking any final action or making any final decision*

Below are suggestions for the board to consider for approval by first reading of the Board of Directors.

*Executive sessions of the Board of Education shall only be held as permitted by ORS 192.660. The Board may hold an Executive Session for the purposes authorized under ORS Chapter 192 during a regular, special or emergency meeting, after the Board Chairperson has identified the authorization under ORS 192.610 to 192.690. An executive session means any meeting or any part of a meeting of a governing body that is closed to certain people for deliberations. (ORS 192.610(2)).*

*Matters discussed in closed session may include:*

*a) To consider the employment of a public officer,*

*employee, staff member or individual agent.*

*(b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.*

*(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.*

*(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.*

*(f) To consider information or records that are exempt by law from public inspection.*

*(g) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.*

*(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.*

*(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.*

*(j) To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.*

*(k) To consider matters relating to school safety or a plan that responds to safety threats made toward a school.*

*Matters discussed in executive session remain confidential and may not be discussed outside of the closed session.*

*No final actions may be taken in executive session.*

*If any person requests an opportunity to present complaints to the Board of Directors about a specific employee, such complaints shall first be presented to the President. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board of Directors as permitted under Oregon law.*

RECOMMENDATION: That the Board of Directors in accordance with ORS 341.283 and BP 2410 Board Policies, Bylaws and Administrative Procedures approve the first reading of the BP 2315 Closed/Executive Sessions of the Board of Directors in accordance with ORS 192.660. Upon approval by a second reading, the current policy will be retired.

February 18, 2021

21-120

BP 2330 QUORUM AND VOTING (SECOND READING)

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

APPROVED BY: Mark Mitsui, President  
Mohamed Alyajouri, Chair, Board of Directors

REPORT: After review of board policy and adoption of the Oregon Community College Association (OCCA) policy framework changes are needed to board policy B202 Quorum of the Board of Directors.

Currently in the **Quorum** section of B202 the policy states that *four members shall constitute a quorum of the Board. In the absence of a quorum, the only business that can be transacted is to take measures to obtain a quorum, to fix the time at which to adjourn, and to adjourn or take a recess. The affirmative vote of at least four members of the Board is required to transact any business.*

Below are suggestions for the board to consider for approval by first reading of the Board of Directors.

*A quorum of the Board of Education shall consist of a majority of Board of Directors members.*

*The affirmative vote of the majority of members of the Board of Directors is required to transact any business.*

*Four members shall constitute a quorum of the Board. In the absence of a quorum, the only business that can be transacted is to take measures to obtain a quorum, to fix the time at which to adjourn, and to adjourn or take a recess.*

RECOMMENDATION: That the Board of Directors in accordance with ORS 341.283 and BP 2410 Board Policies, Bylaws and Administrative Procedures approve the first reading of the BP 2330 Quorum and Voting of the Board of Directors in accordance with ORS 192.610 to ORS 192.690, ORS 341.283. Upon approval by a second reading, the current

policy will be retired.

February 18, 2021

21-121

BP 2010 BOARD OF DIRECTORS MEMBERSHIP  
(FIRST READING)

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

APPROVED BY: Mark Mitsui, President  
Mohamed Alyajouri, Chair, Board of Directors

REPORT: After review of board policy and adoption of the Oregon Community College Association (OCCA) policy framework changes are needed to board policy B202 Membership of the Board.

Below are suggestions for the board to consider for approval by first reading of the Board of Directors (edits represented in red):

Membership of the Board: The Board of Directors of the Portland Community College District consists of seven members. Members are elected to a four-year term at an election held as specified in ORS 255.355(1). Members shall be elected to represent a zone, and they shall be residents of that zone. (ORS 341.326) The zones within the district are to be as nearly equal in population as feasible according to the latest federal census and are adjusted by the Board following the federal census to reflect population changes. (ORS 341.175) **A board member must qualify for office by taking an oath of office.**

No person who is an employee of Portland Community College may serve on the PCC Board. **(ORS 341.275 [2]).**

RECOMMENDATION: That the Board of Directors in accordance with ORS 341.283 and BP 2410 Board Policies, Bylaws and Administrative Procedures approve the first reading of the BP 2716 Board of Directors Political Activity in accordance with ORS 341.275, ORS 341.326. Upon approval by a second reading next month, the current policy will be retired.



February 18, 2021

21-122

BP 2100 BOARD OF DIRECTORS ELECTIONS (FIRST READING)

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

APPROVED BY: Mark Mitsui, President  
Mohamed Alyajouri, Chair, Board of Directors

REPORT: After review of board policy and adoption of the Oregon Community College Association (OCCA) policy framework changes are needed to board policy B202 Term of Office.

Currently in this section of B202 the policy states:  
Term of Office: The term of office of all Board members shall begin on July 1 following the date of their election. Board members shall serve until their successors are elected and qualified. Board members must qualify by taking the oath of office before assuming the duties of office. (ORS 341.326 [4])

Below are suggestions for the board to consider for approval by first reading of the Board of Directors (edits represented in red):

The term of office of each Board of Directors member shall be 4 years, commencing on July 1 following the election. The term of a Board of Directors member expires June 30 following the regular district election at which a successor is elected. Elections shall be held every 2 years, in odd numbered years. Terms of Board of Directors members are staggered so that, as nearly as practical, one-half of the Board of Directors members shall be elected at each Board of Directors member election.

RECOMMENDATION: That the Board of Directors in accordance with ORS 341.283 and BP 2410 Board Policies, Bylaws and Administrative Procedures approve the first reading of the BP 2100 Board of Directors Elections in accordance with ORS 341.326, ORS 341.327, ORS 255.335. Upon approval by a second reading next month, the current policy will be retired.

February 18, 2021

21-123

BP 2435 EVALUATION OF THE PRESIDENT (FIRST  
READING)

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

APPROVED BY: Mark Mitsui, President  
Mohamed Alyajouri, Chair, Board of Directors

REPORT: After review of board policy and adoption of the Oregon  
Community College Association (OCCA) policy framework  
an adoption of a new policy is being recommended.

The Board of Directors shall conduct an evaluation of the  
President at least annually. Such evaluation shall comply  
with any requirements set forth in the contract of  
employment with the President as well as this policy.

The Board of Directors shall evaluate the President using  
an evaluation process the Board of Education and the  
President jointly agree to and develop.

The criteria for evaluation shall be based on Board of  
Education policy, the President's job description, and  
performance goals/objectives developed in accordance  
with BP 2430 Delegation of Authority to the President (to  
be developed from the OCCA framework)

RECOMMENDATION: That the Board of Directors in accordance with ORS  
341.283 and BP 2410 Board Policies, Bylaws and  
Administrative Procedures approve the first reading of the  
BP 2435 Evaluation of the President.

February 18, 2021

21-124

BP 2710 CONFLICT OF INTEREST (FIRST READING)

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

APPROVED BY: Mark Mitsui, President  
Mohamed Alyajouri, Chair, Board of Directors

REPORT: After review of board policy and adoption of the Oregon Community College Association (OCCA) policy framework changes are needed to board policy B209 Conflict of Interest.

Currently in this section of B209 the policy states:  
Board members shall adhere to state laws relating to conflict of interest and government ethics. (ORS 244.010 to 244.400) (December 2003)

Below are suggestions for the board to consider for approval by first reading of the Board of Directors (edits represented in red):

Board of Directors members and employees shall adhere to state laws relating to financial conflict of interest and government ethics. Board of Directors members shall declare actual and potential conflict of interest on the record prior to taking any action when an actual or potential conflict of interest exists.

Board of Directors members are encouraged to seek counsel from the college's legal advisor or the Oregon Government Ethics Commission in every case where any question arises.

RECOMMENDATION: That the Board of Directors in accordance with ORS 341.283 and BP 2410 Board Policies, Bylaws and Administrative Procedures approve the first reading of the BP 2010 Board of Directors Membership in accordance with 244.010 to ORS 244.047. Upon approval by a second reading next month, the current policy will be retired. (NWCCU Standards 2.D.3)

February 18, 2021

21-125

BP 2716 BOARD OF DIRECTORS POLITICAL ACTIVITY  
(FIRST READING)

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

APPROVED BY: Mark Mitsui, President  
Mohamed Alyajouri, Chair, Board of Directors

REPORT: After review of board policy and adoption of the Oregon Community College Association (OCCA) policy framework changes are needed to board policy B202 Board Position on Legislative Matters.

Currently in this section of B202 the policy states:  
Board Position on Legislative Matters

The Board shall refrain from taking any position either for or against any local, state or national legislative concern unless that concern is of special interest to the welfare of the college. The Board shall consider and adopt legislative priorities prior to each regular session of the Legislature.

Below are suggestions for the board to consider for approval by first reading of the Board of Directors (edits represented in red):

Members of the Board of Education and employees shall not use the college's funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure, initiative petition or candidate, including, but not limited to, any candidate for election to the Board of Education.

The Board shall refrain from taking any position either for or against any local, state or national **issue or** legislative concern unless that concern is of special interest to the welfare of the college. The Board shall consider and adopt legislative priorities prior to each regular session of the Legislature.

**The Board of Education may, by resolution, express the**

Board of Education position on ballot measures.

RECOMMENDATION: That the Board of Directors in accordance with ORS 341.283 and BP 2410 Board Policies, Bylaws and Administrative Procedures approve the first reading of the BP 2716 Board of Directors Political Activity in accordance with ORS 260.432. Upon approval by a second reading next month, the current policy will be retired.

February 18, 2021

21-126

BP 2740 BOARD MEMBER EDUCATION (FIRST  
READING)

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

APPROVED BY: Mark Mitsui, President  
Mohamed Alyajouri, Chair, Board of Directors

REPORT: After review of board policy and adoption of the Oregon  
Community College Association (OCCA) policy framework  
an adoption of a new policy is being recommended.

The Board of Education is committed to its ongoing  
development as a Board of Education and to a Board of  
Education member education program that includes new  
Board of Education member orientation.

To that end, the Board of Education will engage in study  
sessions, provide access to reading materials, and support  
conference attendance and other activities that foster  
Board of Education member education.

RECOMMENDATION: That the Board of Directors in accordance with BP 2410  
Board Policies, Bylaws and Administrative Procedures  
approve the first reading of the BP 2740 Board Member  
Education.

# Board of Directors Goals 2019-2020

## Diversity, Equity and Inclusion

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

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

## Equitable Student Success

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

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

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## Mission Fulfillment

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

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

.....

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

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

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