

May 18, 2023

23-156

UPDATE AND AFFIRMING MEMORANDUM OF  
UNDERSTANDING FOR STUDENT TRUSTEE ROLE

PREPARED BY: Berto Cerrillo, Director of Student Life & Leadership, Student Governance

FINANCIAL RESPONSIBILITY: Associated Students of Portland Community College (ASPCC) Senate,  
Josh Peters-McBride, Executive Dean, Student Life and Engagement, Student Affairs  
Heather Lang, Interim Vice President, Student Affairs

APPROVED BY: Dr. Adrien L. Bennings, President

STRATEGIC THEME: Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student;  
Delivery: Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem;  
Enterprise: Cultivate a long-term sustainable college enterprise

REPORT: On January 19, 2023, the PCC Board was given an updated Memorandum of Understanding regarding the Student Trustee role and how it operates. The ASPCC Senate reviewed the document throughout January and it was officially affirmed via resolution on February 10, 2023.

Updates to the Memorandum of Understanding include updates to the student experience in the role, clarifications on the selection and affirmation process, and updated language to reflect the new structure of the ASPCC Student Government.

RECOMMENDATION: The Board of Directors approves the updated Memorandum of Understanding (Exhibit B) regarding the Student Trustee as presented by the ASPCC Senate.

## Memorandum of Understanding

between

**Portland Community College, Associated Students of Portland Community College  
(ASPCC)**

and

**Board of Directors for Portland Community College**

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the ASPCC and Board of Directors for Portland Community College to include an ex-officio student representative (Student Representative) on the Board of Directors.

### **Background**

A Portland Community College Student Representative on the Board, in a non-voting capacity, will help to enhance communication and trust between administration and the student body.

### **Purpose**

Student membership will enable ongoing dialogue between parties. It will provide a student voice for important issues regarding College business, and will enable a system of communication that is inclusive, representative, and productive. The purpose of this relationship is to cultivate a comprehensive perspective of the College at both administrative and student levels.

### **Outcomes for Student Representative**

- **Leadership** development through experiences and training
- **Governance** exposure and learning how to lead a college
- **Service** to community by engaging with and advocating for students

### **Funding**

ASPCC and the College will both be financially obligated to cover necessary expenses for the Student Representative as required for role function, not to include personal expenses.

### **Selection**

Student Life & Leadership will facilitate the process of selecting the Student Representative during the spring term of each academic year. The process will involve students, in alignment with ASPCC selection procedures for all student leadership positions. A recommendation will be forwarded to the President and Board Chair (or designee) for affirmation and endorsement by the end of spring term for service beginning summer of the next academic year.

### **Training**

Student Life & Leadership partners with the Executive Coordinator for the PCC Board of Directors to support the success of the Student Representative position. Student Life & Leadership will provide an orientation and ongoing support in alignment with ASPCC orientation and training procedures for student leaders. Training and orientation related to membership on the PCC Board of Directors will be provided by Board staff. To support the purpose of this agreement, the Student Representative should have the opportunity to meet with Board Directors individually throughout their term of service for the purpose of mentorship.

**Terms**

The student shall serve as the Student Representative on the Board of Directors and otherwise complies with the qualifications and requirements for student representation as set forth in [Board Policy 2105](#). The Student Representative shall be accountable for compliance with all Legislative and governing policies and procedures applicable to service on the PCC Board of Directors.

Furthermore, the Student Representative will comply with [Student Rights and Responsibilities](#) and any other agreements as established for members of the ASPCC.

Violations of these terms may result in removal from the position, per the ASPCC Constitution. In the event that a student is removed, the ASPCC Senate retains the right to appoint an alternate for the duration of the term.

**Annual Review of MOU**

This MOU will be reviewed annually - in January - by the Student Representative, Student Life & Leadership Director, and the Dean of Student Life and Engagement. The ASPCC Senate and the PCC Board of Directors will be invited to provide feedback. If the review results in proposed changes, Board and Senate protocols will be followed with revisions affirmed by both parties.

**Contact Information**

Signed: \_\_\_\_\_  
Tiffani Penson, Chair  
PCC Board of Directors

Signed: \_\_\_\_\_  
Suzan Nuri, President  
ASPCC Senate

Signed: \_\_\_\_\_  
Dr. Adrien L. Bennings, President  
Office of the President

Date: \_\_\_\_\_