

## **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 the PCC Board of Directors to include the ASPCC President as an ex-officio student member of the PCC Board.

### **Background**

A Student Trustee, acting as an advisory, non-voting member of the PCC board of Directors will help to enhance communication and trust between the administration and the student body and fulfill PCC's commitment to meaningful student participation in shared governance.

### **Purpose**

Student membership on the PCC Board of Directors will provide an institutional channel for elevating student voices on important College issues, especially those that significantly impact PCC students. Student representation on the Board will also enable ongoing dialogue and effective interdepartmental communication that is inclusive, reciprocal, and representative of students as key stakeholders in college decision-making. The purpose of this relationship is to cultivate a comprehensive and accurate understanding of PCC students' interests, issues, and perspectives within the institution, and this goal is achieved by including students within PCC's shared governance framework.

### **Outcomes for Student Representative:**

- **Professional development** through facilitated experiences and training; preparedness for future leadership roles.
- **Exposure to shared governance** and the processes of engaging stakeholders when making decisions.
- **Service to the PCC student body** through engagement, advocacy, and meaningful representation.
- **Cultivating a student presence** within PCC's shared governance framework and decision-making bodies.

### **Funding**

ASPCC and the College will be financially obligated to cover necessary expenses for the Student Trustee; funds may not be used to cover personal expenses.

**Selection**

The ASPCC and a cohort of stakeholder representatives will facilitate selecting the Student Trustee during the spring term of each academic year. The process will involve students in alignment with the ASPCC's selection process for all student leadership positions, but other non-student stakeholders may be consulted as needed. A recommendation will be forwarded to the President and Board Chair (or designee) for affirmation and endorsement by the end of the spring term for service beginning the summer of the next academic year.

**Training**

The ASPCC will partner with the Executive Coordinator for the PCC Board of Directors to support the success of the Student Trustee position. The ASPCC will provide an orientation and ongoing support in alignment with the procedures employed by the ASPCC for all incoming student employees. Training and orientation related to membership on the PCC Board of Directors will be provided by Board staff during training and retreats. To support the purpose of this agreement, the Student Trustee 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 Trustee on the Board of Directors and otherwise comply with the qualifications and requirements for student representation outlined in Board Policies [2105](#) and [2175](#). The Student Trustee 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 Trustee will comply with all PCC standards of confidentiality within their role, in addition to the [Student Rights and Responsibilities](#) and any other agreements established for ASPCC members. Violations of these terms may result in removal from the position, per the ASPCC Constitution. If 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 June - by the Student Representative, ASPCC Coordinator, Program Dean of Student Leadership & Development, Associate Vice President of Student Wellbeing, Engagement & Belonging and Vice President of Student Affairs. 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:**

Portland Community College  
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Board Chair  
PO Box 19000

Portland Community College  
Office of the President  
Dr. Adrien Bennings  
College President  
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Portland Community College  
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Fareeha Nayebare  
President / Student Trustee  
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**Signed:**

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Tiffani Penson, Chair, PCC Board of Directors

**Signed:**

\_\_\_\_\_  
Dr. Adrien L. Bennings, College President, PCC

**Signed:**

\_\_\_\_\_  
Fareeha Nayebare, President, ASPCC

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

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Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

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