PORTLAND COMMUNITY COLLEGE BOARD OF DIRECTORS

Business Meeting

September 17, 2026

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) 722-7268 or by email at boardmember@pcc.edu, please use ACCESSIBILITY in the subject line.

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

Portland Community College
Board of Directors

PO BOX 19000, Portland, Oregon 97280

September 17, 2026

Sylvania Campus
12000 SW 49th Avenue, Portland, OR 97219, CC Building, Rooms 233 A/B
Streaming Links:
WORK SESSION: https://portlandcc.zoom.us/j/94461527370
Or Telephone: +1 253 205 0468 OR +1 253 215 8782 US
Webinar ID: 944 6152 7370
BUSINESS SESSION: https://portlandcc.zoom.us/j/97614659785
Or Telephone: +1 719 359 4580 *OR* +1 253 205 0468 US
Webinar ID: 976 1465 9785

AGENDA

5:00 PM Executive Session

In accordance with ORS 192.660 (2) (k) school safety, (h) litigation.

Media Requests to join the Executive Session can be phoned in to 971.722.7268 or emailed to boardmember@pcc.edu by noon of the meeting date. Please use MEDIA REQUEST in the subject line.

5:30 PM Board Dinner *(invite only)*

6:00 PM Work Session **CC Bldg., Room 269**

- ASPCC MOU (second reading)
- HB 4079 Policy; Immigration Enforcement Notifications (second reading)
- HB 4138 Policy; Federal and Out-of-State Law Enforcement (second reading)
- Proposed Updates to Board Agendas (second reading)
- Review of Priority Policies for Update
- Strategic Planning Process Update
- Institutional Metrics Update

7:30 PM Business Session **Rooms 233A/B**
Call to Order

- Approval of Agenda — September 17, 2026
- Approval of Minutes — August 20, 2026
- Approval of Minutes — August 31, 2026

7:40 PM Public Comment on Agenda Items

Persons wishing to make public comment on agenda items

Persons wishing to make public comment on agenda items can request a time slot. Details and directions can be found at the link. Deadline for signups: Wednesday, September 16 at 5:00 pm.

7:55 PM Public Comment on Non-Agenda Items

Persons wishing to make public comment on agenda items

Persons wishing to make public comment on agenda items can request a time slot. Details and directions can be found at the link. Deadline for signups: Wednesday, September 16 at 5:00 pm.

8:10 PM Reports

- ASPCC Senate President & Student Trustee – Afia Mboup
- PCC Federation of Faculty and Academic Professionals (AFT Local 2277) – Laura Wadlin, President
- PCC Federation of Classified Employees (AFT Local 3922) – Aenghus Taylor, President
- Board Members

8:30 PM President's Reports and College Updates

- President's Reports
- College Updates

8:40 PM Information Sessions

Operational Excellence: Efficiency, Effectiveness, and Fiscal Sustainability

- **FY 27 Financial Forecast –** Chris Kinsley, Interim CFO

Holistic Student Support: Integrated, Affordable, and Accessible

- **Galbraith Award Winner –** Josephine Pino, Faculty

Operational Excellence: Efficiency, Effectiveness, and Fiscal Sustainability

- **Changing Financial Aid Landscape** – Vicky Lopez Sanchez, VP of Student Affairs

9:05 PM 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 act on the item in question.)**

Personnel

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Contracts

Board

9:10 PM Non-Consent Agenda

9:15 PM Adjournment

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Portland Community College
PO BOX 19000, Portland, Oregon 97280

August 20, 2026

Board Meeting Minutes

Attendance

Laurie Cremona Wagner (remote),Tiffani Penson, Kien Truong (remote), Dan Saltzman, Sanchez Roletto, Afia Mboup

Executive Session

The PCC Board of Directors met in accordance with ORS 192.660 to discuss (d) Labor Negotiations.

Work Session

The Board met in Work Session to discuss the following topics:
- Board Roles for FYI 2026-2027
- HB 4079 Policy (1st reading)
- HB 4138 Policy (1st reading)
- Proposed Updates to Board Agendas (1st reading)
- Fall term agenda topics
- Workday Update

Business Session

Chair Saltzman called the Meeting to order at 7:45 pm.

The August 20, 2026 agenda was approved as published. Penson/Sanchez Roletto
- Cremona Wagner – Yes
- Penson – Yes
- Truong – Yes
- Penner – Absent
- Saltzman – Yes
- McKelvey – Absent
- Sanchez Roletto – Yes
- Student Trustee Advisory Vote, Mboup - Yes

The July 16, 2026 minutes were approved as published. Penson/Sanchez Roletto
- Cremona Wagner – Yes
- Penson – Yes

- Truong – Yes
- Penner – Absent
- Saltzman – Yes
- McKelvey – Absent
- Sanchez Roletto – Yes
- Student Trustee Advisory Vote, Mboup - Yes

The August 11, 2026 minutes were approved as published. Penson/Sanchez Roletto

- Cremona Wagner – Yes
- Penson – Yes
- Truong – Yes
- Penner – Absent
- Saltzman – Yes
- McKelvey – Absent
- Sanchez Roletto – Yes
- Student Trustee Advisory Vote, Mboup - Yes

Chair Saltzman announced the remainder of the board roles for FY 26-27, following a final conversation during the Work Session:

  - Audit Committee Representative - Director Cremona Wagner
  - Foundation Representative - Director McKelvey
  - OCCA Representative - Director Sanchez Roletto; Director Penner as alternate

Swearing In

Interim President, Dr. Katy Ho, swore in Student Trustee for 2026-2027, Afia Mboup.

Local Contract Review Board

The Board of Directors convened as a Local Contact Review Board at 7:51 to hold a Public Hearing to Authorize Use of the Design-Build Alternative Contracting Method for the Sylvania Campus Automotive Metals Building Renovation Project in Accordance with ORS 297A.060. There were no public comments on this agenda item.

Chair Saltzman called for a motion to approve resolution 27-010 to Authorize Use of the Design-Build Alternative Contracting Method for the Sylvania Campus Automotive Metals Building Renovation Project. Sanchez Roletto/Penson

- Cremona Wagner – Yes
- Penson – Yes
- Truong – Yes
- Penner – Absent
- Saltzman – Yes
- McKelvey – Absent
- Sanchez Roletto – Yes
- Student Trustee Advisory Vote, Mboup - Yes

Reconvene as College Business Board

The Board adjourned as a Local Contract Review Board and reconvened as the College Business Board at 7:54pm.

Public Comment on Agenda Items

- NONE

Public Comment on Non-Agenda Items

- Rachel Brashear; Save Music & Sonic Arts; In-person
- Mary Kadderly; Misic & Sonic Arts; In-person
- Shawnta Creech; Reversing Program Cuts; In-person
- Michael Sonnleitner; Improving Board Policies & Practices; Remote
- Shana Palmer; MSA; Remote
- Wendy Siverts; Program Cuts; Remote
- Cassidy Curra; Presidential Search; Remote

Reports

Reports were provided by ASPCC Student Trustee, Afia Mboup, PCC Federation of Classified Employees (AFT Local 3922), Aenghus Taylor, PCC Federation of Faculty and Academic Professionals (AFT Local 2277), Laura Wadlin; Board Members McKelvey (via Saltzman), Sanchez Roletto

President's Reports & Updates

Interim President, Dr. Katy Ho, extended welcomes and congratulations to new the FFAP President, FCE President, and Student Trustee and expressed the importance of their roles in IBPC (Integrated Budget & Planning Council). Recognition and highlights were provided regarding several examples of PCC's participation in meaningful educational, economic and public value. Included were PCC's Correctional Education programs, Health Information Management Program, and the Public Service, Education & Social Science Pathway. PCC also partnered with City of Hillsboro and regional employers to deliver training to current employees looking to advance in their careers. Kudos were given to the energy management improvements that are underway at the Rock Creek Campus, creating savings without compromising safety or comfort. The Central Distribution Services team was acknowledged for the great work and support they provide the college, as well as some creative money saving practices they have in place.

Dr. Ho invited Dr. Croom to provide PAR (Personnel Action & Separation Report) update.

Information Sessions

Operational Excellence: Efficiency, Effectiveness, and Fiscal Sustainability

- FY 26 Q4 Budget Update **–** Michelle Cowing

Holistic Student Support: Integrated, Affordable, and Accessible

- Future Connect + First Year Experience Program Recognition – Josh Laurie, Suzanne Hesse, Jana Daugherty

Consent Agenda

Chair Saltzman proposed approval of Resolutions 27-011 through 27-016.
Penson/Sanchez Roletto

- Cremona Wagner – Yes
- Penson – Yes
- Truong – Yes
- Penner – Absent
- Saltzman – Yes
- McKelvey – Absent
- Sanchez Roletto – Yes
- Student Trustee Advisory Vote, Mboup - Yes

Adjournment

There being no further business, the meeting adjourned at 9:25 pm.

______________________________ ______________________________
Dan Saltzman, Chair Dr. Katy Ho, Interim President

Prepared by:

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Jennifer Hamlin, Board Coordinator
Minutes approved on September 17, 2026

Portland Community College
PO BOX 19000, Portland, Oregon 97280

August 31, 2026

Special Session Meeting Minutes

Attendance (remote)

Laurie Cremona Wagner, Tiffani Penson, Brandy Penner, Dan Saltzman, Greg McKelvey, Gina Sanchez Roletto

Special Session

Chair Saltzman called the Meeting to order at 5:05 pm and introductions were made.

In order to keep the Presidential Search process moving forward, the board met to discuss the survey questions that will be sent to the college community. Input from this survey will help to inform the search process and the presidential profile.

It was reiterated that the board would also hold in-person listening sessions the week of September 21 as the full college community returns for the start of fall term. The intent and hope is to capture any voices that do not find their way to the online survey. The Chair requested that board members confirm their availability for these sessions.

The board will plan to have conversations with any key community partners in their zones. They will also be in touch with individuals who opt to share their contact information, via the survey, for further conversation (optional).

Approval of the survey questions to be used was confirmed; this will be sent to the college and wider community in the very near future. Logistics for listening sessions will be organized as quickly as possible.

The board welcomed PCC's Director of Talent Acquisition, Alisa Hampton. Alisa answered questions and provided insight around typical search processes, services and timelines so that the board can make informed decisions around utilizing hiring services. Allowing sufficient time for a thorough search was agreed upon. Exact timeline and dates are still to be determined.

More research and conversation will be needed before a conclusion around utilizing internal or external hiring services/consultants can be reached. Conversations will continue in future meetings until that subject can be fully vetted and agreed upon, and a team to screen applicants can be confirmed.

Adjournment

There being no further business, the meeting adjourned at 5:53 pm.

______________________________ ______________________________

Dan Saltzman, Chair Dr. Katy Ho, Interim President

Prepared by:

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Jennifer Hamlin, Board Coordinator
Minutes approved on September 17, 2026

September 17, 2026

27-017 COMMENDATION FOR RETIRING EMPLOYEES

PREPARED BY: Julie Kinney, Director, People Data & Systems

APPROVED BY: Dr. Howard Croom, Associate Vice President, People Strategy, Equity & Culture
Dr. Katy Ho, Interim President

STRATEGIC THEME: Shared Values: People, Connectedness, and Empowerment

REPORT: The President RECOMMENDS that the following employees be recognized for their service:

Retirees	Job Title	Years of Service
Sima Changizi	Office Assistant II	24
Paul Erickson	Electrician	25
Bradford Fox	Instr/Building Construction Tech	17
Steve Frasier	Mgr/Maintenance & Custodial	8
Jeff Kennedy	Instr/Building Inspection Tech	9
Kelly Schwartz	Dir/Labor Relations	15

RECOMMENDATION: That the Board commend these employees for their service to Portland Community College and wish them well in their retirement years.

September 17, 2026

27-018	CONTINUOUS APPOINTMENT: ACADEMIC PROFESSIONAL
PREPARED BY:	Juliette Anderson, People Partner, People Strategy, Equity, & Culture
APPROVED BY:	Dr. Howard Croom, Associate Vice President, People Strategy, Equity, & Culture Dr. Katy Ho, Interim President
STRATEGIC THEME:	Shared Values: People, Connectedness, and Empowerment
REPORT:	The President RECOMMENDS that the following Academic Professionals, having fulfilled the required probationary period, be granted continuous appointment, effective September 1, 2026:

RECOMMENDATION:

Continuous Appointment	Job Title
Caleb Hopkins	Coord/New Stdnt Advising Program
Emily Hordes	Spec/Coop Ed/Stdnt Employment

27-019	CONTINUOUS APPOINTMENT: ADMINISTRATION
PREPARED BY:	Juliette Anderson, People Partner, People Strategy, Equity, & Culture
APPROVED BY:	Dr. Howard Croom, Associate Vice President, People Strategy, Equity, & Culture Dr. Katy Ho, Interim President
STRATEGIC THEME:	Shared Values: People, Connectedness, and Empowerment
REPORT:	The President RECOMMENDS that the following Academic Professionals, having fulfilled the required probationary period, be granted continuous appointment, effective July 1, 2026:

RECOMMENDATION:

Continuous Appointment	Job Title
Kelly Walker	Supv / Library

September 17, 2026

27-020	CONTINUOUS APPOINTMENT: FACULTY
PREPARED BY:	Juliette Anderson, People Partner, People Strategy, Equity, & Culture
APPROVED BY:	Dr. Howard Croom, Associate Vice President, People Strategy, Equity, & Culture Dr. Katy Ho, Interim President
STRATEGIC THEME:	Shared Values: People, Connectedness, and Empowerment
REPORT:	The President RECOMMENDS that the following Faculty, having fulfilled the required probationary period, be granted continuous appointment, effective September 1, 2026:

RECOMMENDATION:	Continuous Appointment	Job Title
	Kirk Ebberts	Instr / Welding
	Max McCoy	Instr / Diesel Serv Mech

September 17, 2026

27-021 CONTRACT APPROVAL FOR SYLVANIA COMMUNICATIONS TECHNOLOGY BUILDING RENOVATION AND SITE IMPROVEMENTS FINAL GUARANTEED MAXIMUM PRICE TO LEASE CRUTCHER LEWIS

PREPARED BY: John MacLean, Finance & Procurement Manager, Office of Planning and Construction

FINANCIAL RESPONSIBILITY: Rebecca Ocken, Director, Office of Planning and Construction

APPROVED BY: Josh Peters McBride, Associate VP College Operations
Dr. Katy Ho, Interim President

STRATEGIC THEME: Operational Excellence: Efficiency, Effectiveness, and Fiscal Sustainability; Technological Transformation: Agility, Innovation, and Readiness

REPORT: The 2022 Bond Program includes funding for the renovation of the Communications Technology (CT) building on the Sylvania Campus. The CT building was one of the original campus buildings opened in 1968 and in addition to classrooms and offices, contains the Little Theater, the Writing Center, and the North View Gallery. The building requires a complete renovation to update all building systems and meet current programmatic needs. There will also be a need for identifying and preparing swing space for programs housed in the CT Building. The project will require upgrades to the Sylvania Campus grounds including improvements to the entryway from SW 49th Avenue.

At the January 18, 2024 meeting the board, through BR 24-079, approved the award of the General Contractor/Construction Manager (CM/GC) contract to Lease Crutcher Lewis (LCL) for pre-construction services in the amount of $180,000.

At the November 20, 2025 meeting the board, through BR 26-033 approved the Phase 1 GMP for swing space projects in the Technology Classroom Building (TCB) and South Classroom Building (SCB) to accommodate programs being permanently moved from the CT Building. This brought the approved contract value to $2,469,524.

At the January 15, 2026 meeting the board, through BR 26-047 approved the Phase 2 GMP for the remaining swing space projects and the contractors general conditions costs. This brought the approved contract value to $21,792,141.

LCL has now provided the final Guaranteed Maximum Price for the project. This includes all of the previously authorized work, the renovation of the CT Building itself, and site improvements at the Sylvania Campus. The full GMP is in the amount of $68,995,887. PCC staff have reviewed and recommend acceptance of the GMP.

As part of the RFP process PCC requested that the prime contractor enter into one or more teaming agreements with smaller construction firms. The aim of these agreements is to increase access and growth opportunities for smaller firms. LCL originally teamed with Buildskape LLC (ESB) and Zana Construction Company (DBE/WBE/MBE). During the current phase Buildskape informed LCL that they were no longer able to perform the scope of work that had been identified for them. LCL proposed replacing Buildscape with Advanced Tribal LLC (DBE/MBE/ESB/) and PCC has approved this.

The table below shows the expected participation by firms registered with the Oregon Certification Office for Business Inclusion and Diversity (COBID), the Washington State Office of Minority and Women's Business Enterprises (OMWBE), or the Small Business Administration (SBA). The total value of the contracts awarded to the eleven registered firms is $19,895,021 which represents 28.8% of the GMP.

Certification	# of Firms	Contract Amount	%age of GMP
Women Owned Business	5	$10,728,365	15.5%
Minority Owned Business	5	$17,501,392	25.4%
Disadvantaged Business Enterprise	5	$17,730,783	25.7%
Emerging Small Business	4	$8,770,987	12.7%
Small Business Administration	2	$615,309	0.9%

The total amounts do not not match due to some firms having multiple certifications.

RECOMMENDATION: That the Board of Directors authorize PCC to execute a contract with Lease Crutcher Lewis (LCL) for the Sylvania Campus CT Building Renovation Project Final GMP for up to $75,895,475 which includes a 10% contingency. Funding will be from the 2022 Bond. This is within the budget for the CT renovation project.

September 17, 2026

<u>27-022</u> <u>AUTHORIZATION TO AMEND CONTRACT WITH PORTLAND STATE UNIVERSITY FOR INTERNAL AUDIT SERVICES</u>

PREPARED BY: Michael Mathews, Executive Director of Strategic Procurement and Contracting

FINANCIAL RESPONSIBILITY: Chris Kinsley, Vice President & CFO, Financial Services

APPROVED BY: Dr. Katy Ho, Interim College President

STRATEGIC THEME: Operational Excellence: Efficiency, Effectiveness, and Fiscal Sustainability; Academic Excellence: Student Success, Delivery, and Programming; Community Engagement: Workforce, Education, and Industry Alignment

REPORT: Portland State University (PSU) currently provides the college with internal audit services through an intergovernmental agreement, including financial record examinations, compliance analyses, risk management, and theft/fraud detection. The college proposes extending the contract, effective April 20, 2023, through June 30, 2027. This final contract amendment will increase the total contract amount by $100,000, bringing the total not-to-exceed amount to $500,000 for the life of the contract. Each fiscal year, funds not expended by the end of the fiscal year are not carried forward to the next year.

This is an Intergovernmental Agreement and no COBID firms were contacted.

RECOMMENDATION: The Board of Directors authorizes the college to amend the contract with PSU to increase the contract amount by $100,000 through June 30, 2027.

September 17, 2026

27-023	RATIFICATION TO INCREASE CONTRACT WITH BGSF PROFESSIONAL FOR WORKDAY CONSULTANT
PREPARED BY:	Michael Mathews, Executive Director, Strategic Procurement & Contracting
FINANCIAL RESPONSIBILITY:	Brandon Gatke, Chief Information Officer, Information Technology
APPROVED BY:	Dr. Katy Ho, Interim College President
STRATEGIC THEME:	Operational Excellence: Efficiency, Effectiveness, and Fiscal Sustainability; Technological Transformation: Agility, Innovation, and Readiness; Academic Excellence: Student Success, Delivery, and Programming
REPORT:	Portland Community College relies on the consulting services of BGSF Professional LLC for Workday financial integration development. BGSF provides a consultant who specializes in integration services for the college. On November 13, 2025, the college executed an agreement with BGSF Professional LLC for this critical integration work. To fulfill the scope of work detailed in the Statement of Work, the college executed an amendment to allocate an additional $33,700.00 in consulting hours. Currently, no firms registered with Oregon COBID offer Workday Implementation Services.
RECOMMENDATION:	The Board of Directors ratifies the contract with BGSF Professionals LLC, increasing the total contract value to $283,900. The funding source is the College Workday ERP Implementation Fund.

September 17, 2026

27-024 RATIFICATION TO INCREASE CONTRACT AMOUNT FOR TRELLIX SERVICES FROM CDW GOVERNMENT LLC

PREPARED BY: Michael Mathews, Executive Director, Strategic Procurement & Contracting

FINANCIAL RESPONSIBILITY: Brandon Gatke, Chief Information Officer, Information Technology

APPROVED BY: Dr. Katy Ho, Interim College President

STRATEGIC THEME: Operational Excellence: Efficiency, Effectiveness, and Fiscal Sustainability; Technological Transformation: Agility, Innovation, and Readiness; Community Engagement: Workforce, Education, and Industry Alignment

REPORT: The college relies on Trellix as its centralized threat detection, log retention, and security monitoring platform to protect enterprise systems and ensure compliance across all campuses that serve 50,000+ stakeholders. The Board previously approved a contract with Carahsoft Technology Corporation on July 17, 2026, for $250,457.37 (Resolution #27-007); the college subsequently secured the identical scope of services through CDW Government LLC for $240,037.11. The finalized agreement with CDW Government LLC achieved an institutional cost savings of $10,420.26.

ORS 279A.200-225 and the Community College Rules of Procurement CCR.205 permit the college to utilize the cooperative contract through InterMountain Education Service District (contract number: AEPA-026D Hi-Ed 026-D).

There are no registered COBID firms that can supply this product.

RECOMMENDATION: The Board of Directors ratifies the contract with CDW Government LLC for a term of one (1) year at a total cost of $240,037.11.

September 17, 2027

27-025 RATIFICATION OF THE INCREASE OF CONTRACT WITH LEGATO STRATEGIC CONSULTING FOR WORKDAY CONSULTATION SERVICES

PREPARED BY: Michael Mathews, Executive Director, Procurement & Contracting

FINANCIAL RESPONSIBILITY: Brandon Gatke, Chief Information Officer, Information Technology

APPROVED BY: Dr. Katy Ho, Interim President

STRATEGIC THEME: Operational Excellence: Efficiency, Effectiveness, and Fiscal Sustainability; Technological Transformation: Agility, Innovation, and Readiness; Academic Excellence: Student Success, Delivery, and Programming

REPORT: Portland Community College uses Workday HCM and Finance to manage core operational functions, including budgeting, payroll, procurement, and human resources administration. To ensure effective system deployment and optimization, the College engaged Legato Strategic Consulting to deliver specialized implementation services.

Effective July 1, 2025, the College executed an agreement with Legato Strategic Consulting for ongoing Workday HCM and Finance consulting support for $249,000. This contract was awarded in accordance with Portland Community College Rules of Procurement CCR.314 B.(1) and CCR.335.

Currently, no firms registered with Oregon COBID offer Workday Student Implementation Services.

RECOMMENDATION: The Board of Directors ratifies the contract amendment with Legato Strategic Consulting for an additional $51,000, which increases the total contract value to $300,000. The funding source is the College Workday ERP Implementation Fund.

September 17, 2026

27-026	APPOINTMENT OF BOARD OF DIRECTORS MEMBER TO THE BOARD AUDIT COMMITTEE
PREPARED BY:	Michelle Brown, Executive Director of Revenue Operations, Finance Department
APPROVED BY:	Dr. Katy Ho, Interim President
STRATEGIC THEME:	Operational Excellence: Efficiency, Effectiveness, and Fiscal Sustainability
REPORT:	The Board established an Audit Committee of the Board and approved its charter by Resolution 10-065. Technical corrections were made to the Audit Committee charter on May 20, 2010 by Resolution 10-099, on June 21, 2012 by Resolution 12-133, and on June 27, 2019 by Resolution 19-132. According to the Audit Committee Charter, a Board member shall be designated as the Audit Committee Chair. In July 2026, the Board Chair considered the potential Board members for this assignment and selected Director Laurie Cremona Wagner to serve in this role. This was reiterated during the August 2026 Board Meeting.
RECOMMENDATION:	Approve appointment of Director Laurie Cremona Wagner as Chair of the Audit Committee for a four-year term (2026 – 2030), or for the length of her tenure as a member of the Board of Directors if that tenure is less than four years, in accordance with the Audit Committee Charter.

September 17, 2026

27-027	APPOINTMENT OF DELEGATES TO ATTEND THE ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (ACCT) LEADERSHIP CONGRESS IN CHICAGO, ILLINOIS OCTOBER 21-24, 2026
PREPARED BY:	Jennifer Hamlin, Board Coordinator, Office of the President
FINANCIAL RESPONSIBILITY:	Dr. Katy Ho, Interim President
APPROVED BY:	Dr. Katy Ho, Interim President Dan Saltzman, Chair, PCC Board of Directors
STRATEGIC THEME:	Operational Excellence: Efficiency, Effectiveness, and Fiscal Sustainability; Shared Values: People, Connectedness, and Empowerment; Technological Transformation: Agility, Innovation, and Readiness; Holistic Student Support: Integrated, Affordable, and Accessible; Academic Excellence: Student Success, Delivery, and Programming; Community Engagement: Workforce, Education, and Industry Alignment
REPORT:	In accordance with Board Policy B 210, the Board of Directors recognizes the benefits derived by the College through membership in various educational organizations and from attendance of directors at state and national meetings which deal with community college issues. The Chair and Vice Chair have considered a slate of delegates to attend the 2026 ACCT Leadership Congress in Chicago, IL on October 21 – 24, 2026.
RECOMMENDATION:	That the Board of Directors approves Director Greg McKelvey to attend the 2026 ACCT Leadership Congress.

September 17, 2026

<u>27-028</u>	<u>1.001 ORDER OF AGENDA (2nd Reading)</u>
PREPARED BY:	Jennifer Hamlin, Board Coordinator, Office of the President
APPROVED BY:	Dr. Katy Ho, Interim President Dan Saltzman, Chair, PCC Board of Directors
STRATEGIC THEME:	Operational Excellence: Efficiency, Effectiveness, and Fiscal Sustainability; Shared Values: People, Connectedness, and Empowerment; Technological Transformation: Agility, Innovation, and Readiness; Holistic Student Support: Integrated, Affordable, and Accessible; Academic Excellence: Student Success, Delivery, and Programming; Community Engagement: Workforce, Education, and Industry Alignment
REPORT:	To ensure efficient governance, align meeting structures with strategic priorities, and maintain strict compliance with Oregon Public Meetings Law (ORS 192.640 and ORS 341.283), the College recommends updating Board Policy B 202 – Agenda Order.

This update modernizes the Board's order of business by formally incorporating guest introductions, dedicating specific focus to Board Policy Reviews, and establishing explicit protocols for agenda development. These adjustments streamline meeting flow, enhance transparency for public participation, and provide Board members with adequate preparation time for non-consent and voting items. Approval of this policy strengthens operational excellence, ensures legal alignment, and fosters clear communication across all administrative and public proceedings.

Impacted:
This policy impacts the Board of Directors, executive leadership, college administrators, constituent representative leadership (ASPCC, FFAP, FCE), and community members participating in Portland Community College Board meetings.

Implementation:

The Board Coordinator, under the direction of the College President and in cooperation with the Board Chairperson, holds primary responsibility for implementing the updated agenda structure and enforcing submission and 24-hour distribution timelines. Executive leadership, department heads, and constituent group leaders must align their submission schedules to ensure supporting materials are delivered in a timely manner for agenda development. Board members and the Board Chair will execute meeting proceedings in accordance with the updated order of business immediately upon adoption.

RECOMMENDATION: That the Board of Directors approves the proposed updates and the renaming/renumbering of Board Policy B 202 to 1.001 Order of Agenda as presented for a 2nd Reading to take effect at the start of the next regularly scheduled Board meeting.

1.001 Order of Agenda

PURPOSE

To establish a clear, structured framework for developing, publishing, and executing Board of Directors meeting agendas, ensuring operational efficiency, transparency, and compliance with Oregon Public Meetings Law while supporting college strategic priorities.

RACI

- Responsible: Board Coordinator
- Accountable: Board Chair
- Consulted: Board Members, Cabinet
- Informed: College Community

POLICY/PROCEDURE

A. Scope

This policy applies to all regular, special, and work session meetings of the Board of Directors and governs the responsibilities of the Board Chair, Board Members, College President, Board Coordinator, and participating community stakeholders.

B. General Policy

The College President shall develop the agenda for regular Board meetings in cooperation with the Board Chairperson. Requests for placing items on the agenda shall be given to the President in sufficient time to develop proper informational materials for the use of Board members.

No new business shall be transacted by the Board unless the items are placed on the agenda and relevant information has been delivered to the Board at least twenty-four (24) hours prior to each meeting; except that, upon the concurrence of a quorum of the Board members, new business items may be brought up for Board action without the twenty-four (24) hour notice and in accordance with ORS 192.640.

Order of Agenda

The order of business at meetings of the Board shall be:

- Call to Order
- Approval of Agenda
- Approval of minutes of previous meeting(s)

- Work and Information Session Topics
- Public Comments - Agenda
- Public Comments - Non-agenda
- Board Business / Vote on Consent and Non-Consent Items
- Reports (ASPCC, FFAP, FCE, Board)
- President's Reports and College Updates
- Adjournment
- Upon consensus of the Board members present, the Chairperson may deviate from this order of business.

C. Definitions

1. **Agenda:** The official, ordered list of business items, reports, and topics scheduled to be considered or acted upon during a Board meeting.
2. **Board of Directors: The governing body responsible for** overseeing college operations, policy adoption, and strategic direction.
3. **Consent Items:** Routine, non-controversial action items grouped together and approved in a single vote without separate debate, unless requested by a Board member.
4. **Consensus:** A collective, informal agreement among attending Board members permitting the Chairperson to adjust the meeting structure or sequence as needed.
5. **Chairperson (Chair):** The designated presiding officer of the Board authorized to manage meeting flow, enforce agenda rules, and exercise discretion to alter the order of business.
6. **New Business:** Policy actions, resolutions, or voting items brought before the Board for formal consideration.
7. **Non-Consent Items:** Substantive business matters or policy decisions that require individual presentation, discussion, and separate Board voting.
8. **Public Comment:** A designated period during the meeting for students, staff, faculty, and community members to address the Board directly on agenda or non-agenda matters.
9. **Order of Business:** The fixed sequence in which agenda topics are addressed during a Board meeting.
10. **Quorum:** The minimum number of Board members required to be present to conduct official business.
11. **Work and Information Sessions:** Designated meeting segments focused on in-depth presentations, briefings, and strategic discussions where no formal voting or binding board action occurs.

D. Roles and Responsibilities

List roles and responsibilities relevant to the policy and to subordinate policy documents, including procedures, guidelines, frameworks, plans or local protocols that nest beneath the policy.

1. Board Chair; Presides over meetings and enforces agenda order. Modifies agenda sequence during meetings upon Board consensus.
2. Board Members; Review agenda materials, vote on business items, and grant consensus for agenda adjustments.
3. President; Recommends agenda policy updates, delivers college reports, and ensures executive team preparation.
4. Board Coordinator; Compiles, posts, and distributes official agendas and compliance notices.
5. Representative Groups (ASPCC, FFAP, FCE); Submit and present constituent reports during the designated agenda segment.
6. Public Participants; Deliver public comments in accordance with established meeting rules.Role (Insert position title), Responsibility (Insert concise description of responsibility)

E. Authoritative References

1. ORS 341.283 (Organization; Meetings; Quorum; Rules): Grants community college boards of directors the explicit statutory authority to establish rules and bylaws governing their meeting procedures, agenda management, and order of business.
2. ORS 192.640 (Public Meetings Law – Public Notice Required): Mandates that public bodies give adequate notice of meeting times and places, along with a written agenda setting forth the subject matter to be considered.relevant accreditation standard(s)
3. Robert's Rules of Order Newly Revised (12th ed.): The underlying parliamentary manual for standard meeting proceedings, defining standard order of business, consent calendar adoption, consensus mechanics, and the Chair's authority to alter the agenda order.

F. Resources and Supporting Documents

1. Board Meeting Webpage
2. Public Comment Guidelines
3. PCC Strategic Themes Alignment Document

G. Administrative Details and Document Governance

1. Policy Advisor: Board Coordinator, Office of the President
2. Related Policy:
   a. BP 2010: Board Duties and Responsibilities
   b. BP 2310: Regular Meetings of the Board
   c. BP 2340: Agendas
   d. B202: Board Operations and Bylaws Procedure

3. Review: This policy will be formally reviewed triennially in May by the Board Coordinator, Office of the President, with revisions forwarded to the Office of the President through the President's Cabinet.
4. Latest Approval Date: October 17, 2024
5. Past Revisions:
   a. October 17, 2024 (Resolution 27-028): Policy amended to restructure the meeting order of business, relocating Work and Information Sessions higher on the agenda and consolidating public comment and report sections to improve meeting efficiency and public engagement.
   b. March 19, 2020 (Resolution 20-118): Policy updated to separate the Student Trustee role from the District Student Council Chair position under Board Operations and Bylaws.

September 17, 2026

27-029	UPDATE AND AFFIRMING MEMORANDUM OF UNDERSTANDING FOR STUDENT TRUSTEE ROLE, PER BOARD POLICY 2105
PREPARED BY:	Berto Cerrillo, Program Dean, Student Leadership & Development
FINANCIAL RESPONSIBILITY:	Associated Students of Portland Community College (ASPCC) Student Council, Lauren Smith, Associate Vice President, Student Wellbeing, Engagement, and Belonging Vicky Lopez Sanchez, Interim Vice President, Student Affairs
APPROVED BY:	Dr. Katy Ho, Interim President
STRATEGIC THEME:	Operational Excellence: Efficiency, Effectiveness, and Fiscal Sustainability; Shared Values: People, Connectedness, and Empowerment; Holistic Student Support: Integrated, Affordable, and Accessible; Community Engagement: Workforce, Education, and Industry Alignment
REPORT:	On May 5, 2026, the ASPCC Student Council chose to update their selection process for the ASPCC Student Trustee to a process that involves more students and perspectives. This change has been reflected and is one of the primary changes to the Memorandum of Understanding (MOU). Other changes reflect updates to department names and position titles, transition processes for incoming and outgoing student trustees, and clarify language regarding no longer being the ‘ASPCC Senate’ and now operating as the ‘ASPCC Student Council’. A request to move the approval of the MOU from every year to every other year, unless a change is absolutely necessary.
RECOMMENDATION:	The Board of Directors approves the updated Memorandum of Understanding (Exhibit A) regarding the Student Trustee as presented by the ASPCC Student Trustee.

Memorandum of Understanding

between

Portland Community College, Student Trustee of the 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 Student Trustee and the PCC Board of Directors regarding the Student Trustee's service 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 trustee 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. The Student Trustee represents the interests of the broader PCC student body and serves as a bridge between students and the Board of Directors.

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

Student Leadership & Development 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 Student Trustee shall be selected through a vote of sitting and incoming councilors. Candidates for the Student Trustee role must have been selected as a councilor for the following academic year, and shall serve as a councilor for the following 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.

Transition and Continuity

To support continuity of the Student Trustee position, the outgoing Student Trustee shall facilitate the transition of responsibilities, relevant documents, recommendations, and institutional knowledge to the incoming Student Trustee. The incoming Student Trustee shall receive any pending revisions to this Memorandum of Understanding as part of the transition process. The purpose of this process is to preserve institutional knowledge, ensure continuity of the Student Trustee position, and support ongoing development of the role.

Board Participation

As an advisory, non-voting member of the Board of Directors, the Student Trustee shall be recognized as a participant in Board discussions and deliberations and shall have the opportunity to provide a student perspective on matters before the Board prior to Board action whenever practicable. The Student Trustee's advisory role includes participation in Board meetings, work sessions, retreats, and other activities permitted by Board policy and procedure. While the Student Trustee shall not cast a binding vote, the Board acknowledges the value of student perspective in informing Board decision-making.

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. The Student Trustee shall also provide regular updates regarding Board activities through established reporting channels as determined by the Board of Directors and Student Leadership & Development.

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.

Review and Revision of MOU
This MOU shall undergo a comprehensive review every two years during the spring term.
The review process shall include the Student Trustee, ASPCC Coordinator, Program Dean of Student Leadership & Development, Associate Vice President of Student Wellbeing, Engagement & Belonging, Vice President of Student Affairs, and representatives of the Board of Directors.
Any proposed revisions shall be presented for a first reading during the final regular Board meeting attended by the outgoing Student Trustee. Consideration of proposed revisions shall occur during the first regular Board meeting attended by the incoming Student Trustee or another meeting designated by the Board.
The outgoing Student Trustee shall provide recommendations, observations, and proposed revisions to the incoming Student Trustee as part of the position transition process.
This MOU may be reviewed and amended before the biennial review cycle when necessary due to changes in Board policy, institutional practice, legal requirements, or operational needs.
Any revisions shall follow applicable Board and College approval processes.

Contact Information:

Portland Community College
Board of Directors
Dan Saltzman
Board Chair
PO Box 19000
Portland, OR 97280
971.722.7268

Portland Community College
Office of the President
Dr. Katy Ho
Interim President
PO Box 19000
Portland, OR 97280

Portland Community College
ASPCC
Afia Mboup
ASPCC Student Trustee
PCC Sylvania, CC 221K
Portland, OR 97280

Signed: ___________________________
Dan Saltzman, Chair, PCC Board of Directors

Signed: ___________________________
Dr. Katy Ho, Interim College President, PCC

Signed: ___________________________
Afia Mboup, Student Trustee, ASPCC

Date: __________________________

Contact Information

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Portland Community College
Office of the President
Dr. Katy Ho

Student Trustee
Afia Mboup
PO Box 19000
Portland, OR 97280

Signed: ___________________________

Signed: ___________________________

Signed: ___________________________

Date: ______________

September 17, 2026

27-030	7.001 Immigration Enforcement Notifications
PREPARED BY:	Tamatha Hoyez, Operations Coordinator
APPROVED BY:	Josh Peters-McBride, Associate Vice President, College Operations Dr. Katy Ho, Interim President
STRATEGIC THEME:	Operational Excellence: Efficiency, Effectiveness, and Fiscal Sustainability; Shared Values: People, Connectedness, and Empowerment

REPORT:

This proposed Board Policy establishes Portland Community College's governance framework for responding to confirmed federal immigration enforcement activity on PCC campuses and centers in compliance with Oregon House Bill 4079. The policy affirms the College's commitment to maintaining a safe, welcoming, and inclusive learning and working environment while providing timely notification to students and employees and supporting compliance with applicable state and federal law.

Oregon House Bill 4079 requires governing boards of public higher education institutions to establish policies addressing notification when federal immigration enforcement activity is confirmed on campus. The proposed policy establishes Board-level expectations and delegates authority to the President to develop and maintain the administrative procedures necessary to implement the policy.

The policy also reflects PCC's commitment to shared governance by providing that administrative procedures will be informed through the College's established governance processes and consultation with appropriate stakeholders. Following Board approval, the College will develop the accompanying Administrative Procedure addressing operational responsibilities, confirmation of immigration enforcement activity, notification protocols, communication requirements, and related implementation and training needs. The policy must be in place by September 30, 2026.

Impacted: This policy impacts all Portland Community College students, employees, and visitors and establishes responsibilities for College officials and departments involved in responding to confirmed federal immigration enforcement activity on College property identified as campus for purposes of House Bill 4079.

Implementation: Following Board approval, the President will establish and maintain the administrative procedures necessary to implement this policy. The procedures will identify College property considered campus for purposes of House Bill 4079, designate responsible College officials, establish processes for confirming federal immigration enforcement activity, provide for notification to students and employees, and address related communication, training, and operational requirements. Implementation will involve coordination among appropriate College departments and subject matter experts, including Public Safety, General Counsel, PSEC, Student Affairs, Communications, and other stakeholders as appropriate. The administrative procedures will be developed through the College's established operational policy and shared governance processes prior to implementation.

RECOMMENDATION: That the Portland Community College Board of Directors approve and adopt Board Policy 7.001, Immigration Enforcement Notifications (Oregon HB 4079), as presented, and authorize the President to establish and maintain administrative procedures necessary to implement the policy in accordance with applicable law.

7.001 Immigration Enforcement Notifications (Oregon HB 4079)

PURPOSE

Portland Community College is committed to fostering a safe, welcoming, and inclusive learning and working environment for all students, employees, and visitors. This policy establishes the Board's governance framework for responding to confirmed federal immigration enforcement on College property in a manner that complies with Oregon law, protects the rights and wellbeing of members of the College community, and promotes timely, accurate, and transparent communication.

Consistent with Oregon House Bill 4079, the Board directs the College to provide timely notification to students and employees when federal immigration enforcement is confirmed on College property and delegates authority to the President to establish and maintain administrative procedures necessary to implement this policy in accordance with applicable law.

RACI:

- **Responsible:** Associate Vice President, College Operations
- **Accountable:** College President
- **Consulted:** Risk, PSEC, Communications, Government Relations, Student Affairs, Emergency Preparedness, Public Safety
- **Informed:** Board of Directors, President's Cabinet, College Community

POLICY

A. Scope

This policy applies to all College-owned or College-controlled property designated by the College as campus and center property and applies to all employees acting within the scope of their employment.

B. General Policy

The Board of Directors is committed to maintaining a safe, welcoming, and inclusive learning and working environment for all students, employees, and visitors. In accordance with Oregon House Bill 4079 and applicable state and federal law, the President shall establish, implement, and maintain administrative procedures governing the College's response to confirmed federal immigration enforcement on College property.

The administrative procedures shall:

1. designate the College official(s) responsible for confirming the presence of federal immigration authorities on College property;
2. establish notification procedures for informing students and employees of confirmed federal immigration enforcement. At a minimum, the notice must state the general location of the federal immigration authority and whether classes or campus operations are affected by its presence. The notice may not disclose personally identifiable information or other information that may not be legally disclosed, or information when the disclosure may threaten the health or safety of students or employees or is prohibited by a court order. The notice must be delivered as expediently as possible using the institution's existing methods for electronic communications;
3. establish procedures requiring reasonable efforts to notify a student when the College has provided information related to the student to a federal immigration authority, unless otherwise prohibited by law or court order;
4. be consistent with the Oregon Attorney General's Model Immigration Policies and applicable law;
5. include a training requirement for the Designated Official. At a minimum, the training must address the requirements of this policy, applicable law, and the Oregon Attorney General's Model Immigration Policies. The Designated Official must receive initial training, followed by subsequent training at least once every two years.
6. be publicly available on the College's website in languages regularly used by the College to communicate effectively with students, as determined by the Board of Directors, and at other locations where the College provides information about immigration or emergencies; and
7. address any additional operational requirements necessary to implement this policy.

The President shall ensure that administrative procedures developed under this policy are informed through the College's established shared governance processes, including consultation with appropriate employee groups, student representatives, recognized shared governance councils, subject matter experts, and operational stakeholders, while maintaining compliance with applicable law.

C. Definitions

For the purposes of this policy and related policy documents, the following definitions apply:

1. ***Campus and Center:*** Real property owned or controlled by Portland Community College that is regularly accessed by students, as identified through administrative procedure consistent with Oregon law.

2. ***Federal Immigration Authority:*** The United States Department of Homeland Security, Immigration and Customs Enforcement (ICE), Customs and Border Protection (CBP), United States Citizenship and Immigration Services (USCIS), or any successor agency or official responsible for enforcing federal immigration laws.
3. ***Immigration Enforcement:*** Any activity that has as a purpose the apprehension or identification of an individual in order to:
   - Subject the individual to civil immigration arrest, civil immigration detention, removal or deportation proceedings or removal or deportation from the United States; or
   - Criminally prosecute the individual for offenses related to federal laws regarding immigration status.
4. ***Confirmed:*** Verified by the College official(s) designated through administrative procedure as having occurred on College property.
5. ***Notification:*** Official communication issued by the College to students and employees regarding confirmed federal immigration enforcement on College property, in accordance with administrative procedure and applicable law.
6. ***Designated Official:*** A College employee authorized by the President through administrative procedure to verify federal immigration enforcement and carry out responsibilities established under this policy.

D. Roles and Responsibilities

1. **Board of Directors -** Establishes policy and delegates authority.
2. **President -** Ensures institutional compliance with this policy and applicable laws; delegates authority for implementation to appropriate College officials.
3. **President's Cabinet** - Provides executive oversight; reviews proposed policy updates and forwards recommendations to the President.
4. **Associate Vice President of Operations -** Serves as Policy Administrator and oversees implementation and periodic review of procedures.
5. **Legal Counsel -** Provides legal guidance regarding compliance with applicable laws.
6. **Public Safety -** Coordinates operational response and notification procedures established under administrative procedure.
7. **People Strategy, Equity & Culture (PSEC) -** Supports employee communication and training.
8. **Student Wellbeing, Engagement & Belonging (SWEB) -** Supports student communication and coordination of student services.

E. Authoritative References

1. Oregon House Bill 4079 (2026)
2. Oregon Attorney General Model Immigration Policies

F. Administrative Details and Document Governance

1. Policy Advisor: Tamatha Hoyez, College Operations
2. Related Policy:
   a. PCC Student Rights and Responsibilities
   b. BP 2410 - Board Policies and Administrative Procedures
   c. Comprehensive Emergency Management Policy (Draft not yet available)
   d. Public Safety Policies
   e. Applicable Operation Procedure: 70.001 Immigration Enforcement Notifications (to be developed)
3. Review: This Board Policy will be reviewed every three years by the Associate Vice President of Operations and Director of Public Safety, in consultation with the Office of Legal Counsel and PSEC with revisions forwarded to the Office of the President through the President's Cabinet.
4. Latest Approval Date: Not Applicable
5. Past Revision: Not Applicable; this is the initial adoption to implement Oregon House Bill 4079 (2026)

September 17, 2026

27-031	7.002 Federal and Out-of-State Law Enforcement
PREPARED BY:	Tamatha Hoyez, College Operations Coordinator
APPROVED BY:	Josh Peters-McBride, Associate Vice President, College Operations Dr. Katy Ho, Interim President
STRATEGIC THEME:	Operational Excellence: Efficiency, Effectiveness, and Fiscal Sustainability
REPORT:	This proposed Board Policy establishes Portland Community College's governance framework for complying with Oregon House Bill 4138 (2026), which requires public bodies, including community colleges, to adopt policies governing assistance and cooperation with certain federal and out-of-state law enforcement activities. The policy prohibits College employees and authorized representatives from intentionally assisting, cooperating with, or allowing College resources to facilitate certain law enforcement operations when College employees are aware that the operation is intended to identify or impose civil or criminal liability based on protected constitutional activities, membership in a protected class, or political, religious, or social views, associations, or activities, consistent with the exceptions and requirements established by applicable law. The policy provides clear institutional expectations and establishes roles and responsibilities for implementation while delegating authority to the President to develop Administrative Procedures addressing operational processes. Approval of the policy will ensure PCC meets the state's September 27, 2026 policy adoption requirement and provides a consistent framework for employees and authorized representatives when responding to requests from federal or out-of-state law enforcement agencies. **Impacted:** This policy impacts all Portland Community College employees, officers, authorized representatives, volunteers acting on behalf of the College, and other individuals authorized

to act on behalf of the College when responding to requests from federal or out-of-state law enforcement agencies. The policy also establishes institutional responsibilities for Public Safety, Emergency Preparedness, College Operations, Legal Counsel, Risk, PSEC, and other areas involved in implementation.

Implementation: Following Board approval, the President or designee will establish and maintain an Administrative Procedure to implement the policy. College Operations, Public Safety, Emergency Preparedness, Legal Counsel, Risk, PSEC, and other appropriate areas will coordinate implementation and provide guidance regarding employee responsibilities and responses to requests from federal and out-of-state law enforcement agencies. Appropriate communication, guidance, and training will be provided to affected employees and authorized representatives. The policy and related Administrative Procedure will be periodically reviewed to ensure continued compliance with applicable state and federal requirements.

RECOMMENDATION: That the Portland Community College Board of Directors approve and adopt Board Policy 7.002, Federal and Out-of-State Law Enforcement (Oregon HB 4138), as presented, and authorize the President to establish and maintain administrative procedures necessary to implement the policy in accordance with applicable law.

7.002 Federal and Out-of-State Law Enforcement (Oregon HB4138)

PURPOSE

This Board Policy establishes Portland Community College's governance framework for complying with Oregon House Bill 4138 by prohibiting College employees and authorized representatives from intentionally assisting or cooperating with certain federal or out-of-state law enforcement activities except as authorized or required by law. This policy delegates authority to the President to establish administrative procedures necessary to implement these legal requirements.

RACI

- **Responsible:** Associate Vice President, College Operations
- **Accountable:** College President
- **Consulted:** Public Safety, Emergency Preparedness Manager, PSEC, Risk, Government Relations
- **Informed:** Board, President's Cabinet, College Employees, College Community

POLICY/PROCEDURE

A. Scope

This policy applies to all Portland Community College employees, officers, authorized representatives, volunteers acting on behalf of the College, and any other individual authorized to act on behalf of the College when responding to requests from federal or out-of-state law enforcement agencies.

B. General Policy

Portland Community College employees and authorized representatives are prohibited from intentionally assisting or intentionally cooperating with, or intentionally allowing any College time, money, facilities, property, equipment, personnel, or other resources to be used to assist, cooperate with, or facilitate any operation executed, in whole or in part, by a federal law enforcement agency or a law enforcement agency of another state, when the employee or authorized representative is aware that the operation is intended to:

1. Identify, or impose civil or criminal liability upon, any individual, group, association, organization, corporation, business, or partnership based on participation in activities protected under Article I, sections 8 or 26, of the Oregon Constitution, or the First Amendment to the United States Constitution;

2. Identify, or impose civil or criminal liability upon, any individual, group, association, organization, corporation, business, or partnership based on membership in, or support of a person based on the person's membership in, a class protected under the Oregon Constitution, the United States Constitution, or other applicable state or federal law, including classes protected on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, disability, or age; or
3. Identify, or impose civil or criminal liability upon, any individual, group, association, organization, corporation, business, or partnership based on political, religious, or social views, associations, or activities.

Nothing in this policy prohibits assistance when required by state or federal law, a judicial subpoena or court order, or in any other circumstance authorized by applicable law.

The President, or designee, shall establish and maintain Administrative Procedures for implementing this policy. Such procedures shall be consistent with existing College processes for evaluating and responding to requests for information, access, or assistance from governmental agencies and other external entities.

C. Definitions

For the purposes of this policy and related policy documents, the following definitions apply:

1. ***Federal Law Enforcement Agency:*** Any agency, department, or officer of the United States government authorized to investigate, apprehend, detain, or arrest individuals.
2. ***Out-of-State Law Enforcement Agency:*** Any law enforcement agency or officer acting under the authority of a state other than Oregon.
3. ***Assist or Cooperate:*** Providing information, access, personnel, facilities, equipment, funding, services, or any other College resource in support of a law enforcement operation.
4. ***Applicable Law:*** Federal and state constitutions, statutes, regulations, judicial orders, subpoenas, or other legally binding requirements governing the College's responsibilities.
5. ***College Resources:*** Any College-owned, leased, or controlled facilities, property, equipment, technology, information, records, personnel time, funding, or other assets used in conducting College operations.
6. ***Operation:*** An investigation, enforcement action, search, apprehension, arrest, detention, or other law enforcement activity conducted in whole or in part by a federal law enforcement agency or an out-of-state law enforcement agency.

7. ***Protected Class:*** A group of individuals protected from discrimination under the Oregon Constitution, the United States Constitution, or applicable federal or state law, including but not limited to classifications based on race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, disability, or age.
8. ***Employee:*** Any individual employed by Portland Community College, whether full-time, part-time, temporary, or student employee.
9. ***Authorized Representative:*** An individual or entity authorized to act on behalf of Portland Community College, including contractors, consultants, volunteers, and other persons acting within the scope of a written agreement or delegated authority.
10. ***Intentional:*** Acting knowingly and deliberately, rather than inadvertently or accidentally.

D. Roles and Responsibilities

1. **Board of Directors -** Establishes policy and delegates implementation authority.
2. **President -** Ensures institutional compliance with this policy and applicable laws; delegates authority for implementation to appropriate College officials.
3. **President's Cabinet** - Provides executive oversight; reviews proposed policy updates and forwards recommendations to the President.
4. **Associate Vice President of College Operations -** Serves as Policy Administrator and oversees implementation and periodic review of procedures.
5. **Legal Counsel -** Provides legal guidance regarding requests for assistance and interpretation of applicable law(s).
6. **Risk -** Advises on regulatory compliance, monitors risk exposure; supports policy development and audits.
7. **People Strategy, Equity & Culture (PSEC) -** Administers employee-related procedures; provides guidance and training; and supports employee awareness.
8. **College Employee -** Comply with this policy and applicable administrative procedures when responding to requests from law enforcement agencies.

E. Authoritative References

1. Oregon House Bill 4138 (2026)
2. Oregon Constitution
3. United States Constitution

F. Administrative Details and Document Governance

1. **Policy Advisor:** Tamatha Hoyez, College Operations
2. **Related Policy:**
   a. Board Policy 2410 - Board Policies and Administrative Procedures
   b. Public Safety Policies
   c. Lane Community College BP 7610
   d. Applicable Operation Procedure: OP XXXX Federal and

Out-of-State Law Enforcement (Draft not yet available)

3. **Review:** This Board Policy will be reviewed every three years by the Associate Vice President of Operations, Director of Public Safety and Emergency Preparedness Manager, in consultation with the Legal Counsel, Risk, and PSEC, with revisions forwarded to the Office of the President through the President's Cabinet.
4. **Latest Approval Date:** Not Applicable
5. **Past Revision:** Not Applicable; initial adoption to implement Oregon House Bill 4138.

It is against the College's policy for any manager, supervisor, faculty member, staff member, or student to engage in prohibited harassment or discrimination of any member of the College community. PCC adheres to all federal, state, and local civil rights laws and regulations prohibiting discrimination in public institutions of higher education, including 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; Titles I and II of the Americans with Disabilities Act of 1990 (as amended); the Age Discrimination in Employment Act, the Uniformed Service Employment and Reemployment Rights Act, and all applicable federal, state, and local civil rights laws. PCC does not discriminate against any employee, applicant for employment, student, or applicant for admission on the 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 including protections for those opposing discrimination or participating in any resolution process on campus, with the Equal Employment Opportunity Commission or other human rights agencies. This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the PCC community who acts to deny, deprive, or limit the educational or employment and/or social access, benefits, and/or opportunities of any member of the PCC community, guest, or visitor on the basis of their actual or perceived membership in the protected classes listed above is in violation of PCC's policy on nondiscrimination.