

November 20, 2003

04-056

RESOLUTION TO APPROVE BOARD POLICY
REVISIONS (First Reading)

PREPARED BY:

Jan Coulton, Director, Public Affairs

APPROVED BY:

Gerard "Jerry" Berger, President

REPORT:

The Board appointed a subcommittee to review its policy manual. The subcommittee has reviewed the policies in Chapters 100 (Mission and Philosophy) and 200 (Board Operation) and is recommending their approval for first reading.

RECOMMENDATIONS:

That the Board approve the revision to policies in Chapters 100 and 200 for first reading.

Resolutions 04-056 through 04-072 were moved for approval by Director Germond and it passed unanimously.

Portland Community College Board Policy

Chapter 100- Mission and Philosophy

- 101 College Mission
- 102 Philosophy
- 103 Guiding Principles
- 104 Values Statement
- 105 Continuous Improvement

College Mission – Policy B 101

Portland Community College provides quality education in an atmosphere that encourages the full realization of each individual's potential. The College offers students of all ages, races, cultures, economic levels, and previous educational experience opportunities for personal growth and attainment of their goals. To achieve its mission Portland Community College offers accessible and affordable education to the residents of its 1500 square mile district and to the residents of its service districts.

As a public, comprehensive, post- secondary institution, this multi-campus college offers lower division college transfer programs, occupational and technical programs, basic skills education, and community education programs. Partnerships with business, industry, labor, educational institutions and public sector agencies provide training opportunities for the local workforce and promote economic development. Through effective teaching and supportive student services, Portland Community College prepares students for success as individuals, members of a democratic society, and citizens of a rapidly changing world.

(September 2003)

Philosophy – Policy B 102

The educational philosophy of Portland Community College is based on the belief that all citizens of the area are entitled to those programs and services of the college from which they can benefit.

This premise ~~under-scores~~ underscores the importance of presenting these programs and services in a manner that will help people to:

- Live creative, humane, healthy and sensitive lives; ~~to~~
- Recognize, accept and encourage differences in personal, racial, ethnic and cultural backgrounds; ~~to~~
- Relate to others openly and responsibly; ~~to~~
- Acquire the tools and motivation to continue learning throughout life; ~~to~~
- Develop an appreciation for all occupations, recognizing that dignity and honor come from a task well done rather than from the status of a vocation; ~~to~~
- Acquire the skills necessary for earning a living in a way that will promote the general welfare; ~~and to~~
- Prepare for a beneficial use of leisure.

(September 2003)

Guiding Principles – Policy B 103

The Board's guiding principles for the college are these: Certain guiding principles will shape and guide the educational programs which implement this philosophy.

- The college will serve the total community
- The college it will provide educational opportunity for all, regardless of social or economic class or status, level of aspiration or previous performance.
- This The college shall adhere strictly to the "OPEN DOOR" policy included in Oregon Revised Statute. (ORS 341.009)

Each student will be accepted as a unique individual, and it will be the responsibility of each staff member to focus on the worth and dignity of the student.

Emphasis will be on learning as an individual process best accomplished through active involvement in a setting of reality. ~~It is recognized that~~ Learning is an outgrowth of meaningful experience for each student and not the mere rote acquisition of a specific body of knowledge. The college will be characterized by its flexibility in meeting student needs. Every student will be encouraged to look upon learning as a lifelong pattern and assisted to build the learning habits and motivation required. Learning is considered a continuous process rather than isolated series of incidents occurring only in formal situations.

College programs will combine work experience in various areas so that each will contribute to and support student efforts to reach individual goals. Integration of program content will be so managed as to ~~obviate~~ prevent any artificial barriers between "academic" and "vocational" areas of study and experience.

Achievement is recognized as a function of individual growth and performance. Student success will be emphasized, achieved by preserving an environment where each individual will have maximum freedom of choice. Each student will be afforded an opportunity to profit from education to the student's fullest capabilities.

~~Every student will be encouraged to look upon learning as a lifelong pattern and assisted to build the learning habits and motivation required. Learning is considered a continuous process rather than isolated series of incidents occurring only in formal situations.~~

~~Every college staff member will be involved in the process of guidance and counseling. This responsibility will be clearly evident in all student-staff relationships. The personnel, functions and services of the college will be distinguished by specific abilities to meet the needs of students in reaching their particular goals.~~

The college is committed to continuous planning, development and evaluation. It will seek and expect constant re-examination as a natural process for making appropriate modifications in every phase of its activities.

The college will seek change with a purpose, encouraging innovation and supporting creativity and imagination applied toward college objectives.

The college will function in an open climate with opportunities for students, faculty and staff to provide input in policy making.

The college will be continually aware that change is constant in our society and that these changes will make a significant impact on educational planning of the college.
(September 2003)

Values Statement – Policy B 104

The Board of Directors and the college community believe that certain fundamental values characterize the institution in which we work and guide us in the accomplishment of this mission. These values are:

- The dignity and worth of each individual
- Effective teaching
- Educational and personal growth of the individual
- Open and honest communication
- Teamwork and cooperation
- An environment that encourages the expression of original ideas and creative solutions
- Effective and ethical use of public funds.

In addition, the Board believes that the college should be a good steward of the environment, engaging in energy-saving **and environmental performance improvement** strategies to the greatest extent possible.

(September 2003)

Continuous Improvement – Policy B 105

The Board of Directors encourages all college employees to commit themselves to the pursuit of excellence in all aspects of college life. The Board of Directors endorses the following principles as an approach to achieving quality:

Portland Community College will focus its energies, resources and talents on meeting the needs of our students and community, and in support of that goal, the service needs of each other.

Portland Community College will commit itself to continuous improvement of all its programs, services and systems through planning and the establishment of specific goals.

Portland Community College will commit itself to continuous assessment based on established goals and benchmarks.

Portland Community College will place special emphasis on collaboration through teamwork in the pursuit of quality.

Portland Community College will expect all its employees to participate in the solution of problems and improvement of systems, programs and services, in the belief that quality is everyone's responsibility.

Portland Community College will encourage and support innovation in the belief that contemporary problems require contemporary solutions.

(September 2003)

Portland Community College Board Policy

Chapter 200 – Board Operations

- 201 Board Mission
- 202 Board Operations and Bylaws
- 203 Board Code of Ethics
- 204 Board/Faculty & Classified Staff
Communications
- 205 Equal Opportunities
- 206 Nondiscrimination
- 207 Nonharassment
- 208 Inspection of Public Records
- 209 Conflict of Interest
- 210 Board Member Attendance at State and
National Meetings
- 211 Board Policies Distribution
- 212 Individual Director's Secretarial
Services
- 213 College President's Duties and
Responsibilities
- 214 Board Duties and Responsibilities

Board Mission – Policy B 201

The mission of the Board of Portland Community College is to lead in the constant definition, interpretation, articulation, implementation and evaluation of the college mission. ~~and to supervise its implementation as trustees elected by our communities.~~

~~In implementation of the college mission~~ As elected community representatives, the Board's role is to ensure that the administration establishes detailed procedures and regulations to implement based upon board policies and college requirements and to carry out the legal mandates ~~of the State of Oregon Statutes~~ for community colleges.

(ORS 341.290)

(September 2003)

~~Administrative Rules and Procedures—~~

~~Policy B 202~~

~~Administrative rules and procedures are adopted by the president or appropriate designee to operate the college district, its programs and activities in carrying out Board policies and the college mission.~~

~~(September 2003)~~

Board Operations & Bylaws – B 203-202

The Metropolitan Area Education District was established by the voters of the district at an election held June 6, 1968. The name of the district was changed to Portland Community College District on October 13, 1971. Portland Community College District operates under authority of Oregon Revised Statutes and Oregon Administrative Rules.

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), on the second Tuesday in March – third Tuesday in May of each odd-numbered year. 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)

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

Term of Office: The term of office of all Board members shall begin on July 1 next 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))

Vacancies: When a vacancy occurs on the Board the remaining members shall fill it by appointing a qualified resident of the zone in which the vacancy exists. The member so appointed shall serve until the next regular district election when a successor shall be elected to serve for the remainder of the unexpired term.

A Board member who changes residence from one zone to another zone, or who no longer resides in the zone due to a change in zone boundaries, is entitled to remain as a board member until June 30 following the next regular board election date at which a successor shall be elected. (ORS 341.335 (2))

Officers of the Board: The Board of Directors of the Portland Community College District shall elect one of its members as Chairperson and another as Vice Chairperson at its annual organizational meeting in July. The President of Portland Community College shall serve ex-officio as Executive Officer of the Board, with the understanding that The President may appoint a deputy to assist in that role.

Duties of Chairperson of the Board: ~~The duties of Chairperson of the Board are to:~~

- Preside at all meetings of the Board.
- Call special meetings as required.
- Sign the minutes, ~~as approved by the Board,~~ of all regular and special meetings of the Board, and such other documents as may be required by law.

Duties of Vice Chairperson of the Board: ~~The duties of the Vice Chairperson of the Board are to~~

- Preside at Board meetings in the absence of the Chairperson and to
- Fill other duties of the Chairperson as needed.

Duties of the President: The President may appoint a staff member as deputy to assist. Duties of the President are to:

- ~~Serve as custodian of all district funds.~~
- ~~Prepare the agenda and distribute notice of all regular and special meetings.~~
- ~~Sign the minutes of all regular and special meetings and all other official documents of the Board.~~
- ~~Record the minutes of all Board meetings and transmit a copy to each Board member.~~
- ~~Take charge of all records, proceedings and documents of the Board.~~

- Furnish and file all financial reports as requested by the Board or required by law.

Legal Counsel, Auditor, Insurance Agent Review: Legal counsel may be appointed by the Board. It shall be the duty of the Legal counsel shall to advise the Board on specific legal problems as requested. All requests by an individual Board members for legal opinions from legal counsel shall be made at Board meetings. The Board will review at least once every three years its contracts with legal counsel, auditors and insurance agents will be reviewed at least every three years.

Meetings of the Board: (ORS 341.283) It is the policy of the Board to welcome and encourage the attendance of all interested persons at its meetings. The President or a duly authorized representative shall be present at all meetings of the Board.

- **Annual Organizational Meeting:** The Board will hold an annual organizational meeting in July.
- **Regular Meetings.** 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.
- **Special Meetings.** Special meetings of the Board shall be called by the Chairperson or upon request of any three members of the Board, or by the President when such action is approved by the Chairperson. Written notices will be given to each Board member by the secretary of the Board at least 24 hours in advance of such meeting. No business may be transacted at any such meeting other than that specified in the call except by unanimous consent of the total Board.
- **Adjourned Meetings:** Meetings adjourned to a later time or date may be held, as the business of the Board requires.
- **Executive Sessions Meetings:** 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. Executive meetings will be held under the provisions of Chapter 192, ORS. Board policy in detail is as follows:
 - Executive meetings may be held to consider personnel matters related to the appointment of a member of the faculty or staff or other employee or agent of the college, or to consider the dismissal or disciplining of, or to specify the complaints or charges brought against a member of the staff or other employee or agent of the college (except a member of the faculty), unless the individual concerned requests consideration of the matter at a regular or special meeting open to the public.
 - Executive meetings may be held upon the vote of not less than a quorum of the Board to conduct deliberations concerning the authority of the representative of the college conducting labor negotiations, to negotiate for the purchase of real property or to consider records exempt by law from public inspection.
 - Executive meetings may be called by the Chairperson or the District president acting with the consent of the Chairperson.
 - The Board shall not discuss records relating to a student's grades, conduct, personal and academic evaluation, results of psychometric testing, disciplinary actions or other personal matters or records relating to a member of the faculty's conduct, personal or academic evaluation, disciplinary action or other personnel matters except at an executive meeting not open to the public, unless the individual concerned requests consideration at a public meeting.
 - Representatives of the news media shall be permitted to attend executive meetings on agreement with the Board governing disclosure of information, however, the Board may decide to close certain executive meetings to the news media consistent with Oregon Revised Statutes and Board Policies.
 - If an executive meeting is held prior to, during or following an annual, regular or special meeting, the Chairperson of the Board shall state the specific statutory authority authorizing the executive meeting.

- ~~Any final action or final decision on matters considered at an executive meeting shall be taken only at a meeting open to the public.~~

Notice of Meetings: The secretary of the Board shall give written notice of all annual, regular, special or executive sessions meetings of the Board in accordance with ORS 192.640. The written notice shall state the time and place of the meeting and the agenda, or a summary thereof, setting forth the subject matter to be considered at the meeting. In the case of annual or regular meetings, the notice should be distributed not more than seven (7) days or less than 48- twenty-four (24) hours prior to the time of the meeting. ~~In the case of special meetings, the notice should be distributed not less than 48 hours prior to the time of the meeting.~~ Notice of executive sessions meetings may be included in a notice of an annual, regular or special meeting, or if the meeting is to be solely an executive session meeting, notice shall be distributed not less than 24 hours prior to the time of the meeting.

Notice of an executive session meeting shall not set forth the specific subject matter to be considered, but may describe in general terms the subject matter. Notice of an executive session meeting shall set forth the statutory authority for the executive session meeting.

Notice of meetings shall be distributed to the major ~~each~~ newspapers published within the district known to the Secretary of the Board, ~~each~~ radio and television stations located within the district, and to interested organizations or persons who have requested notice of meetings of the Board. The Secretary of the Board may make such additional distribution as deemed necessary or desirable to insure maximum notice to the public of meetings of the Board.

Adjournment Time: Board meetings shall be adjourned by 11 p.m. unless a quorum of the Board members votes to continue the meeting.

Quorum: 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 to 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.

Parliamentary Procedure: Unless otherwise provided by law or by bylaws of the Board, the Board shall follow parliamentary procedures in conducting its meetings. ~~conduct its meetings in accord with Robert's Rules of Order as modified by Board action.~~

Agenda and Order of Business: The College President shall develop the agenda for regular Board meetings in cooperation with the Board Chairperson. Request 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 ~~forty-eight (48)~~ twenty-four (24) hours prior to each meeting; except that, upon the concurrence of a quorum of Board members, new business items may be brought up for Board action without the 48- 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
- Introduction of guests
- Approval of minutes of previous meeting(s)
- Board Information Session
- Board Policy Review (if needed)
- Public Comment on Agenda Items
- Board Business
- Public Comment on Non-agenda Items
- Reports (Board members, president, faculty and classified federation, students)
- Adjournment

Upon consensus of the Board members present, the Chairperson may deviate from this order of business.

Adequate Information to Precede Action: The Board shall strive to ensure that all members have access to take every precaution to assure itself of full and adequate information prior to action. The Board shall provide the President District president shall be given an opportunity to examine and evaluate all information received by the Board from any source and to recommend action before the Board makes any decision.

Discussion at Board Meetings: Citizen communications with the Board: The Board values input from citizens of Portland Community College District. Citizens wishing to speak on agenda or non-agenda matters shall notify the Board Secretary President or Chairperson of the Board prior to the commencement of the meeting and be heard on the agenda at the time allocated for public comment. Citizens wishing to add items to the agenda shall file a written request with the College President at least ten days prior to the meeting, listing agenda topic(s) for input. Citizens requesting to speak on non-agenda items shall be heard following the Board Business agenda. Citizens must sign in with the secretary of the Board prior to any meeting. Each citizen will have five minutes to speak on such matters unless the Board requests more information. The Board Secretary will maintain a file of correspondence received from citizens and will ensure that the file is available for Board member review at all times

Minutes: The Board shall ensure that minutes of all public meetings are kept in accordance with the provisions of ORS 192.610 to 192.690 (Oregon Public Meeting Law).

The Secretary of the Board shall record in written minutes the matters discussed by the Board at any annual, regular or special meeting. The minutes shall include the members of the Board present at the meeting, all motions, proposals, resolutions, orders and measures proposed and their disposition, the results of all votes, and upon request of a member of the Board, the vote of each member by name, and the substance of any matter discussed by the Board.

The Secretary of the Board shall record in written minutes the members of the Board present at an executive meeting and the statutory authority for the executive meeting. The Chairperson may direct the Secretary of the Board to record the matters discussed and action at an executive meeting; which minutes shall be kept confidential except as otherwise provided by statute.

When necessary or desirable, the Chairperson may direct a verbatim transcript or recording be made of annual, regular, special or executive meetings. Such a transcript or recording shall be available for inspection or review by the public to the same extent as minutes kept by the Secretary of the Board.

All minutes of meetings of the Board shall be open to public inspection except minutes of matters discussed at an executive meeting. Abbreviated or summarized copies of minutes may be circulated at the discretion of the Secretary of the Board. All minutes shall be signed by the Chairperson and President.

Committees of the Board

Standing Committees: No individual members and no group comprised of less than the full membership shall be designated as a permanent committee to perform any of the Board's functions.

Temporary Committees: Temporary committees may be established from time to time to conduct Board assignments. All committee meetings shall be open to the public except when confidentiality is required and authorized by statute.

Authority of Members: Board members have authority only when acting as a Board legally in session. The Board is not bound by any statement or action of individual Board members, or of employees, except when such statement or action is in pursuance of instruction by the Board.

Board Duties and Responsibilities

The primary duty of the Board is to consider, review and act upon the recommendation of the President in matters of policy pertaining to the current and future welfare of the college and the Portland Community College District. The

Board has powers as set forth in Oregon Statute and Administrative Rules; more specifically, major areas of concern for the Board will be:

- ~~Personnel: The Board will appoint the President and appoint or terminate other contracted employees on the President's recommendation, and determine the compensation for employees, including an annual review of salary schedules.~~
- ~~Duties and delegation of authority to District President. The Board will adopt policies that assign duties and delegate authority to the district president.~~
- ~~The Board will also act as "the final court of appeal" for students, employees and citizens of the Portland Community College District on any matter of college policy or administration, unless otherwise provided by collective bargaining agreements.~~
- ~~Finance and Budgeting: The Board will establish the necessary policies to guide the financial operations of the college under the administration of the President and the staff. The Board will perform all legal duties required in the process of budgeting and will take the lead in presenting the needs of the college to the public.~~
- ~~Review of Operations: The Board will seek, through examination and study of reports and other means, to determine the effectiveness and quality of college operations in terms of the stated objectives of the college. An annual year end report on the operation of the college will be prepared by the College President and submitted to the Board for their review.~~

Board Code of Ethics: Each Board member will sign the PCC Board Code of Ethics as follows:

The Board commits itself to the very highest ethical conduct, as well as to carry out its requirements under the applicable education code provisions of the State of Oregon and such other local state and federal laws, as should apply.

I, as a member of the Governing Board, hereby agree to:

1. ~~Recognize that the primary responsibility of the Board is to govern and evaluate the College in the best interest of the educational needs of the entire college district.~~
2. ~~Devote time, thought and study to the duties and responsibilities of a community college board member so that I may grow in my ability to render effective and credible service; to enhance my ability to function as a trustee through the study of contemporary educational issues as well as through attendance at workshops and conferences—state, local and national.~~
3. ~~Work with my fellow board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during vigorous debate.~~
4. ~~Base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; to abide by and support the final majority decision of the board.~~
5. ~~Remember at all times that as an individual I have no legal authority outside the meetings of the Board, and to conduct any relationships with the community college staff, the local citizenry and all media on the basis of this fact. : I agree that the Board Chairperson or designee serves as the official spokesperson and that the Board members will not represent themselves as speaking for the Board.~~
6. ~~Resist every temptation and outside pressure to use my position to benefit either myself or any other individual or agency apart from the total interest of the community college district.~~
7. ~~Review and analyze the college mission regularly.~~

8. Bear in mind under all circumstances that the primary method by which the Board accomplishes its responsibility to govern and evaluate the college is to establish the policies by which the community college is to be administered, but that the administration of the educational program and the conduct of college business shall be left to the President of the community college and his/her staff.
9. Welcome and encourage active communication by citizens, organizations and the media in the district with respect to establishing policy on current college operation and proposed future developments and to bring such communication to the Board and President where appropriate.
10. Assure the orderly operation of the Board by making use of established channels before bringing proposed agenda items to the Board table. (ie Board Chair and President).
11. Recognize that deliberations of the Board in executive session are confidential and not for release or discussion in public, without the prior approval of the Board by majority vote.
12. Be scrupulous in requesting only authorized and legitimate reimbursement of expenses.
13. Be familiar with the duties imposed by law upon me as a member of the Board of Directors; to understand those duties and powers as set forth on Oregon Revised Statutes Chapter 341; and to faithfully carry out those powers and duties to the best of my ability.
14. Finally, to strive step by step toward ideal conditions for the most effective community college board service to my community in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

Formulation of Written Policies and Bylaws: The Board will exercise its leadership in the governance of the college through the formulation of written policies and bylaws. Through the formulation and adoption of written policies and bylaws, the Board of Directors will exercise its leadership in the operation of the college. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board of Directors shall exercise its control over the operation of the college.

The written policies and bylaws adopted by the Board shall serve as guides for their implementation by those to whom the Board delegates authority. The policies and bylaws adopted by the Board shall be recorded in the minutes of the Board and only those so adopted and recorded shall be official policies and bylaws of the Board. Unless circumstances require immediate action, a policy or bylaw shall not be adopted at the first meeting during which it is presented. Recognizing its own functions as the lawful and final authority in policy matters, the Board accepts the principle that those who are affected by a policy or bylaw should be represented in the formation of that policy. The Board encourages staff and administration to review and recommend new policies or changes in existing policy. The Board shall review its policies on a regular basis.

Adoption, Amendment, Repeal and Suspension of Policies and Bylaws.

The adoption, amendment, repeal and suspension of policies or bylaws shall be accomplished by roll call vote, which shall be entered in the minutes of the meeting.

Adoption: The policies or bylaws of the Board shall be subject to adoption, amendment, repeal or suspension only upon a vote of a quorum of the members of the Board. ~~at the meeting in the call for which the proposed policy has been described, or upon the vote of a quorum of the members at a regular meeting of the Board when no such notice has been given.~~

Amendment or Repeal: The policies or bylaws of the Board shall be subject to amendment or repeal only upon a majority vote of a the members of the Board. ~~at a meeting in the call for which the proposed amendment or repeal has been described, or upon the vote of a quorum of the members of the Board when no such notice has been given.~~

Suspension: The policies or bylaws of the Board shall be subject to suspension only upon a vote of a quorum of the members of the Board.

Delegation of Authority to President to Establish Administrative Rules, Procedures and Guidelines:

The Board delegates to the President of the college the authority to establish administrative rules, procedures and guidelines related to the operation of the college and to carry out approved Board policies governing the college with the understanding that the following actions shall be referred to the Board:

1. Cases where college policy is not clear or there is no general policy governing the subject matter.
2. Award of contracts called for by federal, state or local regulations.
3. Establishment of salary schedules, proposed contracts to be offered to professional personnel or contracts that would otherwise bind the Board.

In the exercise of the authority granted by the Board of Directors, the President shall strictly adhere to all related federal, state and other laws and shall make decisions within the guidelines of established Board policies. Further, in carrying out the policies of the Board, the President shall conform his/her actions to the highest standards of professional ethics and to the best practices of similar public institutions of higher education. Specifically, the President will make decisions and approve actions that carry out the mission of the college without exposing the college to undue risk, liability and instability. While delegating authority to the President, the Board of Directors may reasonably expect that the President shall consult with and advise the Board on all matters that impact or have the potential to impact the mission of the college or the college's ability to carry out that mission. The President of the college may refer other matters to the attention of the Board.

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. Any such position shall be taken only by official vote of the Board in a regular or special meeting.

Reimbursement of Board Members: (ORS 341.283 (6)) Board members shall receive no compensation for their services, but when on local college business, including attendance at Board meetings, will be compensated for their reasonable and necessary expenses.

Board Self-Evaluation: The Board shall evaluate its own operation and effectiveness annually.

(November 2003)

Board Code of Ethics – Policy B 203

Board Code of Ethics: Each Board member will sign the PCC Board Code of Ethics as follows.

The Board commits itself to the very highest ethical conduct, in carrying as well as to carry out its requirements under ~~the applicable education code provisions of the State of Oregon and such other local state and federal laws as should apply.~~

I, _____, as a member of the Governing Board, hereby agree to:

- Recognize that the primary responsibility of the Board is to govern and evaluate the College to best meet ~~in the best interest of~~ the educational needs of the entire college district.
- Devote time, thought and study to the duties and responsibilities of a community college board member so that I may grow in my ability to render effective and credible service; ~~to~~ enhance my ability to function as a trustee through the study of contemporary educational issues as well as through attendance at workshops and conferences - state, local and national.
- Work with my fellow board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during vigorous debate.
- Base my personal decision upon all available facts in each situation; ~~to~~ vote my honest conviction in every case, unswayed by partisan bias of any kind; ~~to~~ abide by and support the final majority decision of the board.
- Remember ~~at all times~~ that as an individual I have no legal authority outside the meetings of the Board, and I will ~~to~~ conduct any relationships with the community college staff, the local citizenry and all news media on the basis of this fact. I agree that the Board Chairperson or designee serves as the official spokesperson and that the individual Board members will not represent themselves as speaking for the Board.
- Resist every temptation and outside pressure to use my position to benefit either myself or any other individual or agency apart from the total interest of the community college district.
- Review and analyze the college mission regularly.
- Bear in mind ~~under all circumstances that the primary method by which the Board accomplishes its responsibility to govern and evaluate the college~~ by adopting ~~is to establish the policies by which the community college is to be governed administered, but that the administration of the educational program and the conduct of college business~~ are the responsibility of the President. ~~shall be left to the President of the community college and his/her staff.~~
- Welcome and encourage active participation ~~communication~~ by citizens, ~~organizations and the media in the district with respect to establishing policy on current college operation and proposed future developments and to bring such communication to the Board and President where appropriate.~~
- Assure the orderly operation of the Board by bringing potential agenda items to the Board Chair and President ~~making use of established channels before bringing proposed agenda items to the Board table. (ie Board Chair and President).~~

- Recognize that discussion deliberations of the Board in executive session are confidential to the extent provided in Oregon statute, and not for release or discussion in public without the prior approval of the Board by majority vote.
- Be scrupulous in requesting only authorized and legitimate reimbursement of expenses.
- Be familiar with the duties imposed by law upon me as a member of the Board of Directors; to understand those duties and powers as set forth on Oregon Revised Statutes Chapter 341; and to faithfully carry out those powers and duties to the best of my ability.
- Finally, to strive ~~step by step toward ideal conditions~~ for the most effective community college board ~~service to my community~~ in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.

November 2003

Equal Opportunities (Affirmative Action Policies) – Policy 205

The Portland Community College District has a continuing commitment to programs of Affirmative Action/Equal Opportunity. The District Board has adopted and shall maintain an Affirmative Action Plan, which provides for the implementation and evaluation of its Affirmative Action/Equal Opportunity programs. The programs are to further extend educational, employment, community services and promotional opportunities to legally protected classes. In addition, the programs are geared to achieve representation in college programs, staff and offerings that is substantially equal to the composition of appropriate populations.

~~to the successful implementation of programs of affirmative action to extend community services and educational, employment and promotional opportunities to minority groups, women and other legally protected classes to achieve representation which is substantially equal to the composition of the citizens served by the district.~~

~~The district shall maintain the Board adopted Affirmative Action Plan, which provides for the implementation and evaluation of its Affirmative Action/Equal Opportunity programs.~~

November 2003

Nondiscrimination – Policy 206

The college shall promote non-discrimination and an environment free of harassment based on an individual's race, color, ethnicity, religion, sex, national origin, disability, parental or marital status, sexual orientation, ~~preference, use of native language, height/weight ratio,~~ or age and shall comply with all requirements of state and federal law in all areas, activities and operations of the college.

(November 2003)

Nonharassment – Policy B 207

The college's goal is to provide an environment that encourages individuals to realize their potential. Therefore, it is against the college's policy for any manager, supervisor, faculty, staff, or student to engage in harassment or discrimination of any member of the college community based on his/her race, color, religion, ethnicity, ~~use of native language~~, national origin, age, sex, marital status, ~~height/weight ratio~~, disability, or sexual orientation.

~~The prohibition against harassment or discrimination based on the use of native language does not require the college to offer classes in any language other than English.~~ Under the college policy harassing or discriminatory behaviors will not be tolerated. Therefore, it is the responsibility of every member of the college community to strictly comply with the policy. This includes notifying each employee/student of his/her rights and responsibilities under PCC's nonharassment policy **and publishing a copy of this policy in the PCC student handbook.**

Management staff will be held accountable for taking reasonable action to maintain work sections and educational environments free of conduct that causes, or reasonably could be considered to cause, intimidation, hostility, or discrimination.

Any person who believes he or she has been discriminated against or harassed by a college employee, representative or student may file a complaint through the Affirmative Action Office. Non-affirmative action complaints are to be filed with the collective bargaining unit or through the student grievance procedure. At any point in the procedure, the complainant may file a complaint with (1) the Equal Employment Opportunity Commission (EEOC); (2) the Oregon Bureau of Labor and Industries Civil Rights Division; or (3) the U.S. Department of Education, Region X. If the complainant chooses to file through any of these agencies or in court, the internal complaint procedure will be stopped.

November 2003

~~Public~~ Inspection of Public Records – Policy B 208

Portland Community College is a public institution whose purpose is to provide education for the public. The Board encourages and welcomes public participation and awareness of the operation of the college. College activities and **public** records are open to ~~public~~ inspection except in those limited instances where ~~public~~ inspection is **confidential or exempt from disclosure under law.** ~~prohibited by law., or where public disclosure as determined by the Board or its designee is clearly detrimental to the college, the public, any individual or organization.~~

(ORS 192. 235(2)

(ORS 192.410-192.505)

November 2003

~~Board Members Bidding on College Needs for Goods, Services, and Construction - Policy B 209~~

~~Any Board member may bid on providing goods to the College District or constructing public improvements for the District for which the Board member is a qualified bidder. The District is required by law to accept the lowest responsible bidder based on competitive bidding.~~

~~The Board member shall publicly declare the existence of a conflict of interest prior to any action by the Board with respect to the bid. No bidding member shall vote on or participate in the deliberations with respect to the bid.~~

~~A Board member may not bid on contracts for providing services or goods to the District, or constructing public improvement for the District, where the district is not required by law to accept the lowest responsible bidder.~~

Conflict of Interest – B 209

Board members shall adhere to state laws relating to conflict of interest and government ethics (ORS 244.020 to 244.400)

November 2003

Board Member Attendance at State and National Meetings – Policy B 210

The Board of Directors recognizes the benefits derived by the college through membership in various educational organizations and from the attendance of board members ~~directors~~ at state and national meetings which deal with community college issues.

Board of Directors Designation of Delegates to Out-of-State Conventions and Meetings

~~It shall be the policy of~~ The Board shall to designate delegates to various state and national conventions and meetings as may seem desirable. ~~Requests by individual Board members to attend such meetings as Board representatives shall be acted upon by the Board of Directors. Directors attending such meetings shall be regarded as carrying out college Board business.~~

The Board Secretary shall poll the Board members for expressions of interest in attending state and national meetings. The Board Secretary shall present the expressions of interest of individual Board members to attend such meetings to the Chairperson. The Chairperson and Vice-Chairperson shall present to the Board a slate of delegates to attend an out-of-state national meeting. The slate of delegates to a national meeting shall be presented to, and acted upon, by the Board at its regular meeting no later than 30 days prior to the date of the national meeting.

The Board Chairperson, in consultation with the Vice-Chairperson and the College President, shall determine if there are sufficient funds to warrant attendance at the meetings requested by the Board members.

~~In presenting a slate of delegates to attend state or national meetings, the Chair and Vice Chair will employ the following criteria:~~

- ~~• A Board member is an officer, or candidate for office, of the organization.~~
- ~~• A Board member is a panelist or is otherwise formally involved in the national meeting.~~
- ~~• A Board member has not previously attended an organization's meeting.~~
- ~~• Frequency of prior attendance by a Board member at an organization's meeting.~~
- ~~• For meetings outside the state of Oregon, no more than four Board members should attend, unless extenuating circumstances warrant more than four members' attendance.~~
- ~~• Availability of college funds for travel.~~

Board members ~~It shall be the duty of the directors attending such meetings at college expense~~ shall to complete travel authorization forms prior to attendance and to coordinate travel arrangements with the President's or Board Secretary's office. Board members attending statewide and national conventions will be granted an advance or reimbursement for reasonable and necessary expenses related to their travel. Such expenses will cover only days requested to be in attendance and normal travel time to and from destination. Board members shall submit expense reports to the college promptly upon completion of the travel.

A written report to the Board of meeting highlights will be submitted to the Board Secretary by all participants.

Board Policies Distribution- Policy B 211

The Board Secretary shall distribute printed copies of the Board Policies and any updates to the campus libraries, the federation offices, the campus presidents, executive officers, vice presidents and district president's offices, and to others who may request a copy. The Board Secretary shall also maintain current Board Policies on the College web page for internal and external use. Copies of Board policies shall be placed in the executive officers' and President's offices on all campuses and centers. These policies shall be available for examination by all employees of the college and members of the public.

November 2003

Individual Director's Secretarial Services — Policy B 212

Reasonable Secretarial services required by members of the Board in carrying out their responsibilities as directors shall be provided by the Secretary to the Board as designated by the college president.

November 2003

Board-President Relationship — Policy B 213

An open, honest and trusting relationship between the Board and the President is essential to the successful operation of the college and fulfillment of its mission. In addition it is important for the Board to respect one another and to be committed to working together as a team to achieve the mission and goals of the college.

The Board will conduct an annual evaluation of the President.

The most important and sensitive relationship to be maintained by the Board is that which it must achieve with its president and staff; the harmony of this relationship rests upon mutual understanding and respect. Where these have been developed, the business of the college is accomplished with efficiency and dispatch, generally against a background of public understanding and support.

In view of the vital nature of this relationship, the following guidelines are adopted for this Board and its president.

Teamwork is a necessity. Individual prestige and possible gain must be subordinated to the general welfare of the college and its students. A clear delineation of function between the Board and the President must be maintained.

Tolerance for differences of opinion among Board members and between the Board and its appointed president, and willingness to resolve such differences objectively, must be clearly and continuously displayed.

The President shall keep the Board well informed on programs, plans and progress through staff reports and other means of choice. Communications with college employees by Board members will be routed through the President.

To ensure that the Board is well informed and that no interruption of District operations occurs, especially during those times when the President is absent from the district either by plan or unavoidably by unforeseen circumstances, the President shall ensure that both Vice Presidents are fully cognizant of district operations, procedures and priorities and that authority for action in the President's absence on behalf of the district is vested in at least one of the Vice Presidents, normally the Vice President of Educational Services.

The President will designate a staff person to serve as acting president in the President's absence.

At any time after two months' absence of the president, the Board shall appoint an acting president.

(ORS 341.290 (1))

September 2003

College President's Duties and Responsibilities – B 213

Under its authority granted by ORS 341.290, the Board establishes the office of President and delegates to the President the powers and duties as described in this policy.

The President is the chief executive officer of Portland Community College and is responsible to the Board for the proper administration of the college. The President, or the President's designee:

- Shall be responsible for the organization and operation of the College;
- Shall appoint, remove, discipline and supervise all employees of the College in a manner consistent with the College personnel system and applicable collective bargaining agreements;
- Shall annually prepare and submit a proposed College budget for the Board's review and approval pursuant to Local Budget Law and shall properly administer the budget as adopted;
- Shall prepare an annual work plan and report of accomplishments;
- Shall keep the Board advised of the financial condition and needs of the College;
- Shall be responsible for maintaining open communications with the Board and for keeping the Board informed as to all matters pertinent to the governance of the College;
- Shall make recommendations to the Board concerning Board policy;
- Shall, upon authorization from the Board, conduct all aspects of real property transactions on behalf of the College;
- Shall adopt administrative procedures as required by Board policy, as otherwise directed by the Board, or as the President deems necessary for the effective administration of the College;
- Shall act as the purchasing agent for the College and shall execute and administer contracts under authority of the Board;

- Shall perform other duties consistent with this Policy and as required by the Board;
and
- Shall exercise all powers and duties under ORS 341.290 to ORS 314.321 not retained
by the Board.

November 2003

Board Duties and Responsibilities B 214

The Board of Education is the governing body of the Portland Community College District pursuant to ORS Chapter 341. The primary duty of the Board under ORS Chapter 341 is to adopt policies for the general governance of Portland Community College. The Board will consider, review and act upon the recommendation of the President in matters of policy pertaining to the current and future welfare of the Portland Community College District. The Board will approach its task in a manner that emphasizes strategic leadership rather than administrative detail, and will keep its major focus on the long-term effectiveness of the college.

Powers and Duties of the Board. The Board shall:

- Review and adopt Board policy and ensure implementation of Board policy by the President;
- Recruit, appoint, compensate, and evaluate the President.
- Review and approved the annual budget pursuant to Local Budget Law;
- Levy taxes within the authority of the College;
- Decide, after consultation with the President, on all questions to be referred by the College to the voters of the District;
- Review and approve classification and compensation structures, personnel policies and collective bargaining agreements;
- Approve the purchase, sale, or lease of real property;
- Approve contracts except as such authority may be delegated to the President;
- Conduct an annual evaluation of the Board's performance in providing leadership to the college community.
- Exercise such other powers and duties as may be required by law and are not delegated to the President.

Relationship with the President

- The Board has established the office of President and set forth the powers and duties of the office pursuant to Board Policy B 213. The Board and the President will respect each other's role, responsibility and expertise.

- Evaluation of President. The Board will conduct an annual evaluation of the President. (ORS reference)
- Relationship to be Collaborative: The Board recognizes that an open, honest and trusting relationship between the Board and the President is essential to the successful operation of the college and fulfillment of its mission. In addition, the Board recognizes that in order to provide the most effective leadership, Board members need to work collaboratively, respect one another and be committed to working together as a team.

November 2003