

May 20, 2004

04-153

RESOLUTION TO APPROVE BOARD POLICY  
REVISIONS (First Reading - Sections 600 & 700)

PREPARED BY: Jan Coulton, Director, Public Affairs

APPROVED BY: Gerard "Jerry" Berger, District President

REPORT: The Board appointed a subcommittee to review its policy manual. The subcommittee has reviewed the policies on Personnel in Chapters 600 and 700, and is recommending their approval for first reading.

RECOMMENDATION: That the Board approve the revision to policies in Chapters 600 and 700.

Director Anderson moved to approve Resolutions 04-139 through 04-148, 04-153 through 04-155, and 04-157. It passed unanimously.

# **Portland Community College Board Policy**

## **Chapter 600 – District Facilities**

Policy B 601 Use of District Facilities and Equipment

Policy B 602 Parking at College Facilities

## Use of District Facilities and Equipment - Policy B 601

The College President shall develop administrative procedures ~~rules~~ including fees as appropriate, for the use of district facilities and equipment by community organizations, private businesses or individuals.

The needs of the College's educational programs are to be given first priority in determining uses of PCC buildings and facilities. However, the Board ~~college~~ also recognizes its responsibilities to serve the community in other ways. PCC will therefore make building and facilities available for community use if such does not conflict with needs of its educational programs or disrupt the operation of the College. Uses related to the mission of the college will be given priority.

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## Parking at College Facilities – B 602

The college parking program is designed to encourage the reduction of single occupancy vehicles, through charging fees for parking and providing alternative transportation options and to provide safe, functional parking facilities. **The Board shall establish fees for parking at college facilities. The President will recommend adjustments to the fees** ~~The fees charged for parking will be adjusted~~ as needed to meet these goals.

**The President will issue parking regulations, guidelines and procedures for obtaining permits, and a process for people to appeal citations.** All staff, students and visitors who park motor vehicles in college parking lots shall obtain and display valid parking permits and abide by the parking regulations set by the college.

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# Portland Community College Board Policy

## Chapter 700 – Administration

- 701 Instructional Calendar
- 702 Political Activities
- 703 ~~Purchasing and Contracting~~ – moved to Chapter 500
- 704 ~~Minority, Women-owned and Emerging Small Business Participation and Workforce Development~~ – moved to Chapter 500
- 705 ~~Risk Management Program~~ – moved to Chapter 500
- 706 703 Naming of Buildings
- 707 704 Development of Private Fund Raising and the Pursuit of Public Grants
- 708 705 Pursuit of Entrepreneurial Activities
- 709 706 Establishment of Executive Officer Positions

## Instructional Calendar – Policy B 701

The Board will approve the annual Calendar of Instruction. ~~The college administration and the Board of Directors are responsible for establishing the annual instructional calendar.~~  
Proposed changes in the instructional calendar will be reviewed with the faculty and classified federations ~~made~~ in accordance with collective bargaining agreements.



## Political Activities- Policy B 702

The Board directs the President to designate areas of each campus as "free speech" areas where college employees, outside groups and students can exercise their first amendment rights. Restrictions on the use of the locations shall be only to protect the safety of persons and property.

The Board directs the President to inform all College employees of the restrictions on public employee political activities imposed by ORS 260.432. The restrictions imposed by the laws of the State of Oregon on political activities are that "No public employee shall solicit any money, influence service or other thing of value or otherwise aid or promote any political committee or aid, promote or oppose the nomination or election of a candidate, the adoption of a measure or the recall of a public office holder while on the job during working hours. However, this section does not restrict the right of a public employee to express personal political views."

College employees are included in the definition of public employee in Oregon statutes and may engage in political activity except as prohibited on the job during working hours.

College employees may not use college telephones, rooms, offices or equipment for political activity, except in designated 'free speech' areas.

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## **Naming of Buildings – Policy B ~~706~~ 703**

**The Board of Directors has sole authority to approve all names for buildings and areas within buildings. The Board prefers Sspecific** names for buildings and areas within buildings ~~are preferred~~ over letter or number designations. Such names should include a functional designation where appropriate, i.e. Fine Arts, Gallery, Theater, etc. **Buildings may be named after individuals, geographic locations or historical events (sentence moved from paragraph below.)**

The Board is receptive to tying fund raising activities to the naming of buildings. **The Board will consider proposals that the President may forward from the PCC Foundation Board for linking fund-raising with naming opportunities.** Buildings may be named after individuals, geographic locations or historical events. All such proposals would be forwarded by the President with a recommendation to the Board of Directors for adoption.



## **Development of Private Fund Raising and the Pursuit of Public and Private Grants – Policy B ~~707~~ 704**

The Board encourages the development of private fund raising and the pursuit of public and private grants to support Portland Community College's mission.

**The Board recognizes the Portland Community College Foundation as the private organization that exists to further the mission of the College. The Board authorizes the President to provide appropriate resources to support the work of the Foundation, on the condition that the activities of the Foundation are conducted to the benefit of the College and its students. The Board will appoint two of its own members to serve as ex-officio members of the Foundation Board.**

**The Board directs the President to provide it with an annual report of Foundation activities and goals and its annual financial audit.**

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## **Pursuit of Entrepreneurial Activities – Policy B 708 705**

The Board encourages the College President college administrators to carry out entrepreneurial activities to support Portland Community College's Mmission. **The Board directs that benefits from such endeavors return to the college to support the college mission.**

However, the College will minimize conflicts that may result when the College is deemed to be inappropriately in competition with private business. Therefore, Tthe College will limit direct sale to the general public to those goods and services that are substantially related to the mission of the College.

## Establishment of Executive Officer Positions – Policy B 709 706

The President shall recommend to the Board, and the Board shall approve, the designation of certain senior administrative positions as Executive Officers. Executive Officers shall be those senior administrators having responsibility for major budgetary and operational management as major sub-divisions of the President's overall scope of authority and responsibility

Executive Officers may be:

1. Authorized where appropriate to speak for the President
2. Delegated the authority and responsibility of the President during the President's absence
3. Authorized to attend Executive Sessions of the Board with the President's approval.
4. Assigned other authority and responsibilities as designated by the President