

January 18, 2007

07-044

RESOLUTION AMENDING BOARD POLICIES B213 and B214
GRANTING THE DISTRICT PRESIDENT THE AUTHORITY
TO PREPARE AND SUBMIT A BUDGET BASED ON A 24
MONTH PERIOD COMMENCING JULY 1, 2007 (Second
Reading)

PREPARED BY: Odie Sarmiento, Budget Manager

APPROVED BY: Wing-Kit Chung, Associate Vice President, Finance
Randy McEwen, Vice President, Administrative Services
Dr. Preston Pulliams, District President

REPORT: Board Policies B213 and B214 specify the responsibility to annually prepare and submit a proposed budget for Board review and approval pursuant to Local Budget Law to the District President. Since its formation in 1961, the College has prepared, submitted and approved its budget on an annual basis. In 2001, the State Legislature amended the Local Budget Law (ORS 294.305-.565) allowing municipalities to prepare and approve a budget for a period of 24 months (a biennial budget).

On September 21, 2006, staff presented a report to the Board regarding the budget process and the advantage of preparing a budget on a 24 month period. Staff recommends that the College prepare and submit a biennial budget starting July 1, 2007.

ORS 294.323, (as shown on page 131) which authorizes municipalities to prepare and approve a budget for a period of 24 months, requires the governing body to approve an ordinance, resolution or to amend its charter prior to preparing and approving its budget on a biennial basis. The first reading was approved by the Board on December 7, 2007.

RECOMMENDATION:

That the Board of Directors approve this resolution amending Board Policy B213 and Board Policy B214 (as shown on pages 128 - 130) granting the District President the authority to prepare and submit a budget based on a 24 month period beginning July 1, 2007.

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 prepare and submit a proposed college budget for the Board's review and approval pursuant to Local Budget Law (ORS 294.305 to 294.565) 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, subject to the approval of 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 341.321 not retained by the Board.

(Revised January 2007)

Deleted: December 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 approve the 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 or sale of real property;
- Approve the lease of real property that has a contract value of \$75,000 or more;
- 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.
- 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.

| (Revised January 2007)

Deleted: December 2003

Oregon Revised Statutes

294.323 Budget period. (1) A municipal corporation, by ordinance, resolution or charter, may provide that the budget and budget documents for the municipal corporation be prepared for a period of 24 months. Unless so authorized by ordinance, resolution or charter, a municipal corporation may not prepare a budget and budget documents for a period longer than one fiscal year.

(2) When the governing body of a municipal corporation prepares a biennial budget, the governing body shall certify to the assessor for each fiscal year of the budget period the ad valorem property tax amount or rate for the ensuing fiscal year. [2001 c.135 §2]

Note: 294.323 was added to and made a part of 294.305 to 294.565 by legislative action but was not added to any smaller series therein. See Preface to Oregon Revised Statutes for further explanation.