



PORTLAND COMMUNITY COLLEGE BOARD OF DIRECTORS

# Business Meeting



July 18, 2024



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](mailto:boardmember@pcc.edu), please use ACCESSIBILITY in the subject line.

# Board of Directors Goals 2023-2024

## Belonging

**Strategic goal:** Ensure that the Board of Directors and the President advance diversity, equity, and inclusion in measurable and strategic ways.

- Monitor the recruitment, hiring, and retention of employees of color.
- Monitor the awarding of contracts to D/M/W/ESB/SDV companies.
- Integrate people and culture centered strategies into its policymaking processes and all board functions.
- Support a people-centered approach to the well-being of students and staff.

## Enterprise

**Strategic goal:** Through the development of policy, a strong relationship with the college president, and effective public advocacy, ensure that Portland Community College is well-positioned to meet the current and future needs of the communities it serves.

- Support the ongoing success of the President in leading the college.
- Engage in strategic advocacy with city, county, regional, state, federal and tribal governments.
- Engage in Board development by participating in evaluations, professional development, board structure and training.

## Delivery

**Strategic goal:** The Board of Directors and the President holds itself accountable for improving equitable student success.

- Monitor semiannual performance on access, enrollment, retention, and completion rates for all students, and work with the President and Administration to reduce and eliminate disparities in these rates for low-income students and students of color.
- Utilize personal and professional networks to establish new strategic partnerships that bring new resources to the goal of improving outcomes for students (e.g., resources that address student housing and food insecurity, the PCC Campaign for Opportunity, etc.).
- Support the president in leading the college through financial support to Student Success initiatives

## Workforce

**Strategic goal:** Advocate for workforce development.

- Understand strategic-level workforce data, and partner with the president and college administration to close talent and opportunity gaps and move students into quality, livable wage careers. Advocate for and support private, local, state and federal policy and investments in community colleges to promote holistic workforce development strategies.
- Communicate the benefits of the recent bond measure to community members, partners and stakeholders as it pertains to workforce development and equitable student success.

### The PCC Board of Directors Working Agreement:

- Treat each other with respect
- Plan agenda thoughtfully/Conduct effective meetings
- Listen with an empathetic mind and heart
- Be prepared
- Be honest, act with integrity
- Create a positive working environment
- Call in/Call out
- Be aware of impact as well as intent
- Stay true to board goals
- Stay engaged
- Enable/empower all voices

June 20, 2024

## BOARD MEETING MINUTES

### ATTENDANCE

Laurie Cremona Wagner, Kristi Wilson, Greg McKelvey, Dan Saltzman, Kien Truong, Mari Watanabe, Nathaniel Kung

### EXECUTIVE SESSION

The PCC Board of Directors met in accordance with ORS 192.660 (2) to discuss (i) employment-related performance.

### WORK SESSION

The Board of Directors met in Work Session to discuss the board roles for FY 24-25. Also presented were the [Annual Internal Audit Plan](#) and a discussion was had around Policy Governance Task Force and future plans. A review of discussions and agreement around [Investment Standards & Practices](#) was also presented.

### COLLEGE BUDGET COMMITTEE

The board convened as a College Budget Committee at 7:31 pm for a public hearing regarding the [Supplemental Budget for the 2023-2025 Biennium](#).

Chair Cremona Wagner asked for a motion to approve non-consent agenda item 24-113 Resolution Adopting the Portland Community College Supplemental Budget for 2023-2025 Biennium, Authorizing Transfers Between Appropriation Units, Categories and Funds; Use of Contingency Funds; and Changes in Total Budget Authority in Accordance with ORS 294.463-473. Wilson/McKelvey

Cremona Wagner – Yes	Saltzman – Yes	Wilson – Yes
McKelvey – Yes	Truong – Yes	
Penson – Absent	Watanabe - Yes	

### BUSINESS SESSION

Chair Cremona Wagner adjourned the College Budget Committee and called the Business Meeting to order at 7:49 pm, and shared the Land Acknowledgement.

Chair Cremona Wagner asked for a motion to approve the June 20, 2024 agenda. Watanabe/Saltzman

Cremona Wagner – Yes	Saltzman – Yes	Wilson – Yes
McKelvey – Yes	Truong – Yes	
Penson – Absent	Watanabe - Yes	

Chair Cremona Wagner asked for a motion to approve the May 16, 2024 minutes. Saltzman/McKelvey

Cremona Wagner – Yes	Saltzman – Yes	Wilson – Yes
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McKelvey – Yes  
Penson – Absent

Truong – Yes  
Watanabe - Yes

### **RECOGNITION**

Dr. Bennings recognized Executive Vice President of Finance & Administration, Eric Blumenthal, who will retire at the end of June. A moment was held to honor PCC’s Building Construction Tech (BCT) Faculty, Bruce Poinsette, who sadly passed away recently. Also highlighted were [PCC Commencement Celebrations](#), Pride Month, Juneteenth and World Refugee Day. [Director Greg McKelvey](#) was recognized for his role as Grand Marshall in the 2024 Portland Rose Festival Grand Floral Parade in June.

### **1TT1**

PCC’s [Dr. Evelyn Buschur](#) was highlighted as part of PCC’s One Together, Together One (1TT1) initiative.

### **UPDATES**

Dr. Bennings’ highlights included the Career Pathways team who hosted a spring Trades Career Fair at Willow Creek Opportunity Center, and the PCC Aviation Tech students who placed in the top ten for seven of 27 competitions at the Aerospace Maintenance Competition in Chicago; they also won first place in Helicopter Rotor Track and Balance Adjustment.

Dr. Katy Ho provided an Accreditation Update for the Fall AdHoc Report. Sage Learn provided a [Quarterly College Relations Update](#).

### **INFORMATION SESSIONS**

**DELIVERY:** Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem

[Educational Advisory Council \(EAC\) Annual Update](#) - Stacie Williams, EAC Chair

### **PUBLIC COMMENT ON AGENDA ITEMS**

Michael Sonnleitner; 24-119; in person

### **CONSENT AGENDA**

Chair Cremona Wagner asked for a motion to approve Resolutions 24-114 through 24-118

Watanabe/Saltzman

Cremona Wagner – Yes

Saltzman – Yes

Wilson – Yes

McKelvey – Yes

Truong – Yes

Penson – Absent

Watanabe - Yes

### **NON-CONSENT AGENDA**

Chair Cremona Wagner asked for a motion to approve Resolution 24-119.

Truong/Wilson

An amendment was proposed and seconded to amend Exhibit C with the following language on page 269 of the board packet:

**Fossil Fuel Companies:** Fossil Fuel companies are defined as those companies that have measurable emission factors for each fuel type which are used to estimate the carbon content released when these fossil fuels are combusted. PCC will not invest in companies that are recognized on the Carbon Majors List for impactful carbon emission output. The ~~four~~ measurable commodity types **PCC will not invest in** are oil and natural gas liquids, natural gas, **and** coal. ~~and cement.~~

Cremona Wagner/Truong

Cremona Wagner – Yes

McKelvey – Yes

Penson – Absent

Saltzman – No

Truong – Yes

Watanabe - Yes

Wilson – Yes

The Board of Directors approved Resolution 24-119 as amended.

Cremona Wagner – Yes

McKelvey – Yes

Penson – Absent

Saltzman – Yes

Truong – Yes

Watanabe - Yes

Wilson – Yes

### **PUBLIC COMMENT ON NON-AGENDA ITEMS**

Michael Sonnleitner; Multiple Measures Information Report, May 2023; in person

### **REPORTS**

Reports were provided by Student Board Member Nathaniel Kung on behalf of the District Student Council; Frank Goulard, PCC Federation of Faculty and Academic Professionals (AFT Local 2277); and Board Members McKelvey, Truong, and Cremona Wagner.

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 9:27 pm.

\_\_\_\_\_  
Laurie Cremona Wagner, Chair

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

Prepared by:

\_\_\_\_\_  
Jennifer Hamlin, Board Coordinator

Minutes approved on July 18, 2024

Portland Community College  
**BOARD OF DIRECTORS**  
PO BOX 19000, Portland, Oregon 97280

July 18, 2024

[Sylvania Campus](#)

12000 SW 49<sup>th</sup> Avenue, Portland, OR 97219, CC Building, Rooms 233 A/B

Streaming Link: <https://portlandcc.zoom.us/j/94329974652>

Or Telephone: +1 253 205 0468OR +1 253 215 8782

Webinar ID: 943 2997 4652

**AGENDA**

- 5:00 PM **EXECUTIVE SESSION** in accordance with ORS 192.660 (2), (i) employee-related performance, (k) school safety.  
Media Requests to join the Executive Session can be phoned in to 971.722.4365 or emailed to [boardmember@pcc.edu](mailto:boardmember@pcc.edu) by **noon of the meeting date**. Please use **MEDIA REQUEST** in the subject line.
- 6:30 PM **BOARD DINNER** (*invite only*)
- 6:45 PM **WORK SESSION** **OAK/ELM ROOMS**
- Board Roles for FY 24-25
  - PGAT Board Representative
  - Policy Second Readings:
    - Adoption of BP 8118 - Data Governance Program
    - Accept Proposed Changes to B 216 - Prohibition of Sexual Harassment and Misconduct
  - Introduction to Fiscal Sustainability Planning
  - Affordable Housing Update
- 8:10 PM **BUSINESS SESSION**  
**Call to Order**
- Land Acknowledgment
  - Approval of Agenda — July 18, 2024
  - Approval of Minutes — June 20, 2024
- 8:20 PM **ELECTION AND SWEARING IN**
- Election of 2024 – 2025 Chair and Vice Chair
  - Swearing in Chair and Vice Chair
- 8:30 PM **PRESIDENT’S UPDATES**
- President’s Reports
    - Recognitions
  - College Updates
    - Student Affairs, Dr. José DeLa Cruz

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- 8:45 PM     **INFORMATION SESSION**  
 ENTERPRISE: Cultivate a long-term sustainable college enterprise  
**FY 2024 Audit Update** – Dina Farrell and Eide Bailly
- 9:00 PM     **PUBLIC COMMENT ON AGENDA ITEMS**  
 Persons wishing to make public comment on agenda items  
 can request a time slot by using this [link](#). Details and directions can be  
 found at the link. Deadline for signups: Wednesday, July 17 at 5:00 pm.
- 9:15 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
- 25-001     Commendation for Retiring Employees .....001
- CONTINUOUS APPOINTMENT
- 25-002     Academic Professional .....002
- 25-003     Administration .....003
- 25-004     Faculty .....004
- CONTRACTS
- 25-005     Ratification of Purchase of Used Fire Engine from  
 Palm Harbor Special Fire Control and  
 Rescue District .....005
- 25-006     Authorization to Enter into a Contract with Eide Bailly  
 for Audit Services .....006
- 25-007     Authorization to Enter into a Contract for Painting  
 Sylvania Campus Library and PAC Exterior .....007
- BOARD
- 25-008     Appointment of Delegates to Attend the  
 Association of Community College Trustees  
 (ACCT) Governance Leadership Institute in  
 Jackson, MS from August 7-9, 2024 .....008
- 25-009     Appointment of Delegates to Attend the  
 Association Community College Trustees  
 (ACCT) Leadership Congress Institute in  
 Seattle, WA from October 23 - 26, 2024 .....009
- 9:20 PM     **NON-CONSENT AGENDA:**
- BOARD
- 25-010     Adoption of BP 8118 - Data Governance  
 Program (2nd Reading).....010
- 25-011     Accept Proposed Changes to B216 – Prohibition  
 Of Sexual Harassment and Misconduct  
 (2<sup>nd</sup> Reading).....012
- 9:25 PM     **PUBLIC COMMENT ON NON-AGENDA ITEMS**  
 Persons wishing to make public comment on agenda items  
 can request a time slot by using this [link](#). Details and directions can be  
 found at the link. Deadline for signups: Wednesday, July 17 at 5:00 pm.

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9:40 PM

**REPORTS**

- ASPCC Senate President – Josh Hutchinson
- PCC Federation of Classified Employees (AFT Local 3922) - Jeff Grider, President
- PCC Federation of Faculty and Academic Professionals (AFT Local 2277) – Ben Cushing, President
- Board Members

9:55 PM

**ADJOURNMENT**



July 18, 2024

25-001

COMMENDATION FOR RETIRING EMPLOYEES

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

APPROVED BY: Dr. Howard Croom, Associate Vice President, People Strategy, Equity and Culture  
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student

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

<u>Retirees</u>	<u>Job Title</u>	<u>Years of Service</u>
Donald Birkley	Machine Manufacturing Instr	14
Eric Blumenthal	Exec VP/Admin & Finance	7
Richard Brandt	Instr Support Tech III	19
Kate Carney	ESOL Instructor	26
Scott Dionne	Comp & Lit Instructor	31
Toby Dittrich	Physics Instructor	34
Debra Harris	Sign Language Interpreter	22
Cindy Hervey	Computing Tech Spec	28
Bryan Hull	Comp & Lit Instructor	29
Cynthia Kmball	Comp & Lit Instructor	26
Joseph Mann	Art Instructor	16
Linda Niman	Contracts Manager	5
Dana Petersen	Financial Mgmt Analyst	30
Shari Rochelle	Personal Health Instructor	26
Christopher Woitach	Music Instructor	7
Jane Zunkel	Comp & Lit Instructor	31

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

July 18, 2024

25-002

CONTINUOUS APPOINTMENT: ACADEMIC PROFESSIONAL

PREPARED BY: Juliette Anderson, People Partner, People Strategy, Equity and Culture

APPROVED BY: Dr. Howard Croom, AVP, People Strategy, Equity and Culture  
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student

REPORT: The President RECOMMENDS that the following Academic Professionals, having fulfilled the required probationary period, be granted continuous appointment, effective July 1, 2024:

RECOMMENDATION:	<u>Continuous Appointment</u>	<u>Job Title</u>
	Maya Blackmun	Major Gift Officer
	Sarah Burns	Coord/STEM & Design Ctr
	Amanda Elson	Spec/Employment
	Ayumi Giampietro	Spec/Advising
	Massi Hunaidi	Accountant II
	Amy Seto	Spec/Acad Advising

July 18, 2024

25-003

CONTINUOUS APPOINTMENT: ADMINISTRATION

PREPARED BY: Juliette Anderson, People Partner, People Strategy, Equity and Culture

APPROVED BY: Dr. Howard Croom, AVP, People Strategy, Equity and Culture  
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student

REPORT: The President RECOMMENDS that the following Managers, having fulfilled the required probationary period, be granted continuous appointment, effective July 1, 2024:

RECOMMENDATION:	<u>Continuous Appointment</u>	<u>Job Title</u>
	Matthew Brehm	Manager, IT
	Phillip Christain	Mgr Pathways Guidance
	Amanda Harrison	Mgr/Tutor & Co-Curricular Supp
	Damascus Hopes	Mgr/Campus Custodial Svcs
	Mark Seeley	Mgr/Assoc Bond Project
	Kellin Thompson	Mgr/Tutor & Co-Curricular Supp

July 18, 2024

25-004

CONTINUOUS APPOINTMENT: FACULTY

PREPARED BY: Juliette Anderson, People Partner, People Strategy, Equity and Culture

APPROVED BY: Dr. Howard Croom, AVP, People Strategy, Equity and Culture  
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student

REPORT: The President RECOMMENDS that the following Faculty, having fulfilled the required probationary period, be granted continuous appointment, effective July 1, 2024:

RECOMMENDATION:	<u>Continuous Appointment</u>	<u>Job Title</u>
	Kerry Leek	Librarian

July 18, 2024

25-005

RATIFICATION OF PURCHASE OF USED FIRE ENGINE  
FROM PALM HARBOR SPECIAL FIRE CONTROL AND  
RESCUE DISTRICT

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

FINANCIAL RESPONSIBILITY: Rebecca Ocken, Director, Planning and Capital Construction

APPROVED BY: Dina Farrell, Vice President, Business and Finance / Chief Financial Officer  
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Delivery: Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem

REPORT: The 2017 Bond Program includes funding for capital equipment across the district. The College Fire Protection Program identified a need for a newer model fire engine. A suitably used fire engine (2011 E-One Cyclone II Pumper) was identified as being available from Palm Harbor Fire & Rescue.

College procurement rules (CCR.220) exempt the purchase of used personal property for College procurement rules where competitive bidding is not feasible. As this was a purchase of specialized equipment, no readily available comparison pricing was available. The price of the fire engine was \$250,000, which included transportation from Florida to Portland. As this was a single item on sale, there was no opportunity to seek board approval prior to the procurement. The College now seeks board ratification of the purchase.

RECOMMENDATION: That the Board of Directors ratify the purchase agreement with Palm Harbor Special Fire Control and Rescue District for a 2011 E-One Cyclone II Pumper for \$250,000. Funding is from the 2017 Bond.

July 18, 2024

25-006

AUTHORIZATION TO ENTER INTO A CONTRACT WITH EIDE BAILLY FOR AUDIT SERVICES

PREPARED BY: Michael Mathews, Interim Associate Vice President, Finance and Compliance

FINANCIAL RESPONSIBILITY: Michael Mathews, Interim Associate Vice President, Finance and Compliance

APPROVED BY: Dr. Adrien L. Bennings, President  
Dina Farrell, Vice President, Business and Finance / Chief Financial Officer

STRATEGIC THEME: Delivery: Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem; Workforce: Respond to community and workforce needs by developing a culture of agility; Enterprise: Cultivate a long-term sustainable college enterprise

REPORT: The College has a need to contract with a firm to provide the annual audit of the College's Annual Comprehensive Financial report. Eide Bailly, with their experience with the College and expertise, is the ideal partner for this. Pursuant to College Procurement Rules (CCR.336), the College may maintain its relationship with the current provider, ensuring continuity and quality in our financial audits.

RECOMMENDATION: That the Board of Directors authorizes the contract award to Eide Bailly to provide audit services. The contract will cover (5) fiscal year audits, commencing on the effective date of the contract. The agreed contract amounts are as follows:

Fiscal Year 2025= \$128,565.00  
Fiscal Year 2026= \$133,503.00  
Fiscal Year 2027= \$138,640.00  
Fiscal Year 2028= \$143,981.00  
Fiscal Year 2029= \$149,537.00  
Total Contract = \$ 694,227.00

June 18, 2024

25-007

AUTHORIZATION TO ENTER INTO A CONTRACT WITH RED BULL DEVELOPMENT FOR PAINTING SYLVANIA CAMPUS LIBRARY AND PAC EXTERIOR

PREPARED BY: Michael Mathews, Interim Associate Vice President, Finance and Compliance

FINANCIAL RESPONSIBILITY: Brad Ortman, Director of Facilities Management  
Josh Peters McBride, Associate Vice President, College Operations, Chief of Operations

APPROVED BY: Dr. Adrien L. Bennings, President

STRATEGIC THEME: Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student; Enterprise: Cultivate a long-term sustainable college enterprise

REPORT: The College has the need to protect and maintain the exterior of these two buildings. The painting will not only serve to protect the building but will highlight the College's investment in a sustainable learning environment.

On June 13, 2024 the Invitation to Bid (ITB) was advertised in the Daily Journal of Commerce, State of Oregon (Oregon Buys), and Bidlocker. A total of twelve (12) firms attended the mandatory pre-bid meeting. At the Bid closing time of 2:00 PM July 2, One (1) bid was received. No bids were submitted from COBID-registered firms.

Red Bull Development was the lowest responsive bidder with a bid of \$249,860.00.

RECOMMENDATION: That the Board of Directors authorizes PCC to execute a contract with Red Bull Development for the Sylvania Campus Library and PAC exterior Painting for \$249,860.00. Funding will be from the General Fund.

July 18, 2024

25-008

APPOINTMENT OF DELEGATES TO ATTEND THE  
ASSOCIATION COMMUNITY COLLEGE TRUSTEES  
(ACCT) GOVERNANCE LEADERSHIP INSTITUTE IN  
JACKSON, MS FROM AUGUST 7-9, 2024

PREPARED BY: Jennifer Hamlin, Board Coordinator, Office of the President

FINANCIAL  
RESPONSIBILITY: Dr. Adrien L. Bennings, President

APPROVED BY: Dr. Adrien L. Bennings, President  
Laurie Cremona Wagner, Chair, PCC Board of Directors

STRATEGIC THEME: Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student; Delivery: Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem; Workforce: Respond to community and workforce needs by developing a culture of agility; Enterprise: Cultivate a long-term sustainable college enterprise

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 2024 (ACCT) Governance Leadership Institute in Jackson, Mississippi from August 7 - 9, 2024.

RECOMMENDATION: That the Board of Directors approves Mari Watanabe and Greg McKelvey to attend the ACCT Governance Leadership Institute.



July 18, 2024

25-009

APPOINTMENT OF DELEGATES TO ATTEND THE  
ASSOCIATION COMMUNITY COLLEGE TRUSTEES  
(ACCT) LEADERSHIP CONGRESS INSTITUTE IN  
SEATTLE, WA FROM OCTOBER 23 - 26, 2024

PREPARED BY: Jennifer Hamlin, Board Coordinator, Office of the President

FINANCIAL  
RESPONSIBILITY: Dr. Adrien L. Bennings, President

APPROVED BY: Dr. Adrien L. Bennings, President  
Laurie Cremona Wagner, Chair, PCC Board of Directors

STRATEGIC THEME: Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student; Delivery: Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem; Workforce: Respond to community and workforce needs by developing a culture of agility; Enterprise: Cultivate a long-term sustainable college enterprise

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 2024 (ACCT) Leadership Congress in Seattle, Washington from October 23 - 26, 2024.

RECOMMENDATION: That the Board of Directors approves Kristi Wilson, Kien Truong and Mari Watanabe to attend the 2024 ACCT Leadership Congress.

July 18, 2024

25-010

ADOPTION OF BP 8118 - DATA GOVERNANCE PROGRAM  
(2nd Reading)

PREPARED BY: Josh Goessler, Manager, Information Security; Information Technology

FINANCIAL RESPONSIBILITY: Troy Berreth, Interim Chief Information Officer/Chief Information Security Officer; Information Technology

APPROVED BY: Troy Berreth, Interim Chief Information Officer/Chief Information Security Officer, Information Technology  
Kurt Simonds, Vice President, Strategy, Policy and Integrated Planning  
Katy Ho, Executive Vice President  
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Enterprise: Cultivate a long-term sustainable college enterprise

REPORT: A Data Governance Program provides an organization the ability to manage, protect, and leverage its data assets effectively.

Portland Community College must adhere to many regulatory requirements for data protection. These include but are not limited to FERPA (Family Educational Rights and Privacy Act), PCI-DSS (Payment Card Industry Data Security Standard), HIPAA (Health Insurance Portability and Accountability Act), GDPR (General Data Protection Regulation), GLBA (Gramm-Leach-Bliley Act).

Benefits of a data governance program will:

- Enhance decision-making capabilities through improved data quality and accessibility.
- Increase operational efficiency and cost savings by reducing data duplication and errors.
- Stronger data security and privacy, minimizes the risk of data breaches and compliance violations.
- Better regulatory compliance, reduces the risk of legal and financial penalties.
- Creates a culture of accountability and ownership around data management.

The PCC Board of Directors reviewed the proposed policy at the June 20, 2024 Work Session.

This program will guide PCC towards proper management and protections of data assets by establishing a framework and creating clear standards/operating policies to demonstrate compliance with data privacy regulations.

### **Data Governance Program**

**Portland Community College is committed to providing a digitally safe and secure work and educational environment for our employees, students and visitors.**

**This policy establishes a Data Governance Program.**

**The program shall:**

- 1. Ensure that information trusted to PCC is handled in accordance with the PCC's Mission, Values, and Guiding Principles.**
- 2. Create standards, processes, operational policies, and define responsibilities that dictate how the college collects, organizes, stores, uses, and protects its information assets.**

**As general guidance, this policy will apply to any information related to a natural person or 'Data Subject', that can be used to directly or indirectly identify the person.**

**RECOMMENDATION:** That the Board of Directors approve and adopt the Portland Community College BP 8118 Data Governance Program as presented in bold text above, in order to comply with local, state, national and international data protection standards.

July 18, 2024

25-011

ACCEPT PROPOSED CHANGES TO B 216 - PROHIBITION OF SEXUAL HARASSMENT AND MISCONDUCT (2nd Reading)

PREPARED BY: Charisse Loughery, Director, Student Conduct, Community Support, and Title IX Coordinator; Student Affairs

APPROVED BY: Jose Dela Cruz, Vice President, Student Affairs  
Kurt Simonds, Vice President, Strategy, Policy and Integrated Planning  
Katy Ho, Executive Vice President  
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student

REPORT: The Department of Education released new regulations for Title IX law on April 19, 2024.

The PCC Board of Directors approved B216 Gender-Based and Sexual Misconduct at its public meeting in May 2015. Since that time there have been several regulatory changes from the Department of Education to Federal Title IX law.

The PCC Board of Directors reviewed the proposed policy at the June 20, 2024 Work Session.

**PROHIBITION OF SEXUAL HARASSMENT AND MISCONDUCT**

**Portland Community College (the “College”) is committed to an inclusive, equitable, and supportive environment in which all individuals who learn, work, or participate in College programs are free from sexual harassment and misconduct. The College prohibits all forms of sexual harassment and misconduct as defined by state or federal law, including, but not limited to, Title IX of the Education Amendments of 1972, based on sex, gender, gender expression, actual or perceived gender identity, or sexual orientation. The College shall be free of sexual harassment and all forms of sexual misconduct and violence, including, but not limited to, sexual assault, sexual exploitation, stalking, and domestic or dating violence.**

**The College also prohibits retaliation against an individual for engaging in activity protected under this policy or state**

**or federal law, including, but not limited to, reporting concerns of sexual harassment or misconduct, and participating in investigations related to such concerns.**

**Any person who believes that they have been subject to sexual harassment or misconduct is encouraged to report those concerns immediately in the manner described in the operating procedures related to sexual harassment and misconduct.**

**The College President will establish operating procedures that implement this policy consistently across the College. These operating procedures will ensure that the College undertakes education and training activities to counter sexual harassment and to assist in preventing sexual harassment and misconduct. The College President shall further establish procedures for employees, students, and other members of the campus community that provide for the response to reports of sexual harassment and misconduct, including the investigation and resolution of such reports as required under state and federal law.**

**The College will make this policy and related written operating procedures available on its website, and other forums accessible to all members of the College community.**

**Employees who violate this policy and related operating procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related operating procedures may be subject to disciplinary measures up to and including expulsion. Volunteers or interns who violate this policy and related operating procedures may be subject to disciplinary measures up to and including termination from the volunteer assignment, internship, or other work experience program. Others who violate this policy and related operating procedures, including contractors, will be subject to appropriate sanctions.**

**RECOMMENDATION:** That the PCC Board of Directors approve and adopt the Prohibition of Sexual Harassment and Misconduct policy in order to comply with Federal Title IX as presented above in bold text. This approval will bring PCC into compliance with the newly released regulatory changes by the August 1, 2024 deadline. Upon approval the former B216 Gender-Based and Sexual Misconduct will be archived.

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.