



## MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

A meeting of the Mt. Hood Community College District Board of Education will be held on December 1, 2021, with an Executive Session at 5:30 p.m., and a Board Work Session at 6:00 p.m., both held via Zoom.

### 6:00 pm – Board Work Session

Join Zoom Meeting: Please click this URL to join.

<https://mhcc.zoom.us/j/91006184699?pwd=WG5iRGJIJzR6SndBSFVCS0NuSXNEZz09>

Join by Phone: 1-669-900-6833 (San Jose) or 1-253-215-8782 (Tacoma)

Webinar ID: 910 0618 4699

Passcode: 421328

## AGENDA SESSION 1049

- 5:30 pm 1.0 CONVENE EXECUTIVE (CLOSED) SESSION**  
*The board will convene an executive (closed) session in accordance with ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.*
- 2.0 ADJOURN EXECUTIVE SESSION**
- 6:00 pm 3.0 CONVENE WORK SESSION – CALL TO ORDER**
- 6:05 pm 4.0 BUSINESS**
- 4.1 Board Policy Review Lisa Skari
- First Reading – Chapter 1 – The College
  - First Reading – Chapter 2 – Board of Education
- 4.2 Community Engagement Committee Update Andrew Speer
- 4.3 Other Business
- 8:00 pm 5.0 ADJOURN WORK SESSION**

*The next regular board meeting is scheduled for December 15, 2021.*

*NOTE: The Executive Session will be a closed meeting and no board action will be taken during the meeting. For news media interested in attending, please email [Laurie.Popp@mhcc.edu](mailto:Laurie.Popp@mhcc.edu).*

*NOTE: No public comment or action will be taken during the board work session.*

*Individuals requiring accommodations due to disability should contact  
Accessible Education Services at 503-491-6923 or [aes@mhcc.edu](mailto:aes@mhcc.edu)*

# 1100: Mt. Hood Community College

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## Chapter 1

### References:

ORS 341.415

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The College has been named Mt. Hood Community College.

The name is the property of Mt. Hood Community College. No person shall, without the permission of the Board of Education, use this name or the name of any other facilities of Mt. Hood Community College, or any abbreviation of them, to imply, indicate, or otherwise suggest that an organization, product, or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, Mt. Hood Community College.

Mt. Hood Community College consists of the following education centers:

- Gresham Campus
- Maywood Park Center
- Bruning Center

**Adopted:** XXX

**Notes:** New

Legally advised

# 2010: Board of Education Membership

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## Chapter 2

### References:

NWCCU Standard 2.A.1  
ORS 341.275, ORS 341.326

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The Board of Education shall be composed of seven members who serve terms of four years. A person shall be qualified to be a candidate for election to the board if the person is an elector who resides in the district. If the district is zoned and the position sought is one elected or nominated by zone, the person also must reside in the zone from which the person is nominated. A board member must qualify for office by taking an oath of office.

No person who is an employee of the community college district shall be eligible to serve as a member of the board for the district by which the employee is employed.

**Adopted:** XXX

**Notes:** New

Accreditation required  
Legally advised

# 2100: Board of Education Elections

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## Chapter 2

### References:

ORS 341.326, ORS 341.327, ORS 255.335

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The term of office of each Board of Education member shall be four years, commencing on July 1 following the election. The term of a Board of Education member expires June 30 following the regular district election at which time a successor is elected. Elections shall be held every two years, in odd numbered years. Terms of Board of Education members are staggered so that, as nearly as practical, one-half of the Board of Education members shall be elected at each Board of Education member election.

**Adopted:** XXX

**Notes:** New

Best Practice

1st Reading

# 2110: Vacancies on the Board of Education

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## Chapter 2

### References:

ORS 255.335

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The Board of Education shall declare the office of a board member vacant if it finds any of the following:

- a) The incumbent has died or resigned.
- b) The incumbent has been removed or recalled from office or the election of the incumbent thereto has been declared void by the judgment of a court.
- c) The incumbent has ceased to be a resident of the district from which the incumbent was nominated or elected.
- d) The incumbent has ceased to discharge the duties of office for two consecutive months unless prevented therefrom by sickness or other unavoidable cause or unless excused by the chairperson of the Board of Education.

When a vacancy is declared, the remaining Board of Education members shall meet **and decide to hold the position open until the next election** or appoint a person to fill the vacancy from any of the electors of the district if the position is one filled by both nomination and election at-large, and otherwise from any of the electors of the zone from which the vacancy occurs.

The period of service of a Board of Education member appointed to a vacant position commences upon appointment and expires June 30 next following the next regular district election at which a successor is elected. The successor shall be elected to serve the remainder, if any, of the term for which the appointment was made. If the term for which the appointment was made expires June 30 after the election of the successor, the successor shall be elected to a full term. In either case, the successor shall take office on July 1.

The President shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board of Education will determine the schedule and appointment process, which may include interviews at a public meeting.

**Adopted:** 2/2/17

**Revised:** XXX

**Notes:** Rescinds Board Policy 9240: Filling a Board Vacancy

Legally advised

# 2200: Board of Education Duties and Responsibilities

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## Chapter 2

### References:

- NWCCU Standards 2.A.1
  - ORS 341.290, ORS 341.300 (traffic control)
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The Board of Education governs on behalf of the citizens of Mt. Hood Community College in accordance with the authority granted to it by state law. The Board of Education is committed to fulfilling its responsibilities to:

- Represent the public interest;
- Establish policies that define the institutional mission and set prudent, ethical, and legal standards for college operations;
- Assure the Board of Education operates in an open, accessible, welcoming spirit, and maintains an anti-racist culture that supports Mt. Hood Community College's commitment to diversity, equity, and inclusion;
- Establish policies that ensure Mt. Hood Community College operates in an anti-racist manner that supports its commitment to diversity, equity, and inclusion;
- Hire and evaluate the President;
- Delegate power and authority to the chief executive to effectively lead Mt. Hood Community College;
- Assure fiscal health and stability;
- Monitor institutional performance and educational quality; and
- Advocate and protect Mt. Hood Community College.

**Adopted:** 11/9/16

**Revised:** XXX

**Notes:** Rescinds Board Policy 9020: Board Powers and Duties; Board Policy 1060: Role of the Board of Education

[Accreditation required](#)

# 2210: Board of Education Officers

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## Chapter 2

### References:

ORS 341.283

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The terms of officers shall be for one year. A member of the Board may not serve as chair for more than two years in succession.

The duties of the Chair of the Board of Education are:

- Assist the President in establishing the agenda for regular Board meetings;
- Call special or emergency meetings when required;
- Preside at all meetings of the Board and enforce the rules of order;
- Sign the minutes and other official documents that require the signature of the Chair;
- Represent the College and the Board at official functions, unless this duty is delegated by the Chair of the Board to another Board member;
- Appoint all committees unless otherwise ordered by the Board;
- Have the right to discuss issues and vote;
- Serve as the official spokesperson for the board; and
- Perform other duties as may be prescribed by law or by action of the Board.

In the absence, incapacitation or death of the Chair, the Vice Chair will perform the duties of Chair and when so acting, will have the Chair's powers. The Vice Chair will perform other functions as designated by the Board.

In the absence of both Chair and Vice Chair, the immediate past Chair or Vice Chair in service present at the meeting will preside. If no past Chair or Vice Chair is present, the board will determine through majority vote, taken by the clerk of the board, which member shall conduct the meeting.

The Board of Education does not have an official system of rotation of officers; it elects the officers each year from among all its members.

**Adopted:** 11/9/16

**Revised:** XXX

**Notes:** Rescinds Board Policy 9100: Board Officers

Best Practice

# 2305: Annual Organizational Meeting

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## Chapter 2

### References:

ORS 341.283, ORS 255.335(5)

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The annual organizational meeting of the Board of Education will be held in July. The purpose of the annual organizational meeting is to elect the Chair and Vice Chair, and conduct any other business as required by law or determined by the Board of Education.

The Board of Education shall hold a regular organizational meeting following the regular district election not later than the last day of July of that year.

**Adopted:** 2/2/17

**Revised:** XXX

**Notes:** Rescinds Board Policy 9180: Board Meetings – Regular Board Meetings (partial)

Legally advised



# 2310: Regular Meetings of the Board of Education

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## Chapter 2

### References:

ORS 341.283

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Regular meetings of the Board of Education shall be held the third Wednesday of each month. Regular meetings of the Board of Education shall normally be held in Room 2359 at 26000 SE Stark St, Gresham, Oregon.

**Adopted:** XXX

**Notes:** New

Legally advised

1st Reading

# 2315: Closed/Executive Sessions

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## Chapter 2

### References:

ORS 192.660

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Executive sessions of the Board of Education shall only be held as permitted by ORS 192.660. Matters discussed in closed session may include:

1. To consider the employment of a public officer, employee, staff member or individual agent.
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
5. To consider information or records that are exempt by law from public inspection.
6. To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
7. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
8. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.
9. To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.
10. To consider matters relating to school safety or a plan that responds to safety threats made toward a school.
11. To discuss information about review or approval of programs relating to the security of any of the following:
  - a. A nuclear-powered thermal power plant or nuclear installation.

- b. Transportation of radioactive material derived from or destined for a nuclear-fueled thermal power plant or nuclear installation.
- c. Generation, storage or conveyance of:
  - i. Electricity;
  - ii. Gas in liquefied or gaseous form;
  - iii. Hazardous substances as defined in ORS 453.005 (Definitions for ORS 453.005 to 453.135) (7)(a), (b) and (d);
  - iv. Petroleum products;
  - v. Sewage; or
  - vi. Water.
- d. Telecommunication systems, including cellular, wireless or radio systems.
- e. Data transmissions by whatever means provided.

Matters discussed in executive session remain confidential and may not be discussed outside of the closed session.

No final actions may be taken in executive session.

If any person requests an opportunity to present complaints to the Board of Education about a specific employee, such complaints shall first be presented to the President. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board of Education as permitted under Oregon law.

**Adopted:** 3/8/06

**Revised:** 9/14/16  
11/9/16  
XXX

**Notes:** Rescinds Board Policy 9182: Executive Sessions; Board Policy 9040: Individual Board Member's Authority and Responsibilities (partial)

Legally advised  
Best Practice

## 2320: Special and Emergency Sessions

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### Chapter 2

#### References:

ORS 192.640, ORS 341.283

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Special meetings may, from time to time, be called as permitted by state law. Special meetings shall be convened by order of the Chair of the Board or upon the request of four board members at least 24 hours before such meeting is to be held, or by common consent of the board members. Notice of any special meeting shall be given to the members pursuant to bylaws of the Board.

Emergency meetings may be called by the Chair of the Board of Education when prompt action is needed because of actual or threatened disruption of public facilities.

**Adopted:** 2/2/17

**Revised:** XXX

**Notes:** Rescinds Board Policy 9181: Special and Emergency Board Meetings

Legally advised

## 2330: Quorum and Voting

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### Chapter 2

#### References:

ORS 192.610 to ORS 192.690, ORS 341.283

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A quorum of the Board of Education shall consist of a majority of Board of Education members.

The affirmative vote of the majority of members of the Board of Education is required to transact any business.

**Adopted:** 3/8/06

**Revised:** 9/14/16  
XXX

**Notes:** Rescinds Board Policy 9183: Order of Business and Procedure

Legally advised

## 2340: Agendas

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### Chapter 2

#### References:

ORS 192.640

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An agenda shall be posted at least **[ # days ]** calendar days prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. The agenda will be provided in appropriate alternative formats for accessibility.

The order of business may be changed by consent of the Board of Education.

Agendas shall be developed by the President in consultation with the Board of Education Chair and Vice Chair.

**Adopted:** 2/2/17

**Revised:** XXX

**Notes:** Rescinds Board Policy 9183.1: Board Meeting Agenda

Legally advised

# 2345: Public Participation at Board of Education Meetings

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## Chapter 2

### References:

ORS 192.630

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There will be a time at each regular Board of Education meeting for the general public to address the Board of Education regarding items not on the agenda.

Members of the public also may submit written communications to the Board of Education on items on the agenda or speak to agenda items at the Board of Education meeting. Written communication regarding items on the Board of Education's agenda should reach the office of the President not later than **[ # days ]** prior to the meeting at which the matter concerned is to be before the Board of Education. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

Claims for damages are not considered communications to the Board of Education under this rule, but shall be submitted to Mt. Hood Community College.

**Adopted:** 3/8/06

**Revised:** 9/14/16  
XXX

**Notes:** Rescinds Board Policy 9183.4: Public Participation in Board Meeting (partial)

Legally advised

# 2350: Speakers

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## Chapter 2

### References:

There is no Oregon statutory requirement.

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Persons may speak to the Board of Education either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board of Education. Persons wishing to speak to the Board of Education shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board of Education are subject to the following:

- The Chair of the Board of Education may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board of Education or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Speakers shall complete a written request to address the Board of Education at the beginning of the meeting at which they wish to speak.
- The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
- No member of the public may speak without being recognized by the Chair of the Board of Education.
- Each speaker will be allowed a maximum of **[insert time]** per topic. **[insert time]** shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one Board of Education meeting. At the discretion of a majority of the Board of Education these time limits may be changed.
- Each speaker coming before the Board of Education is limited to one presentation per specific agenda item before the Board of Education, and to one presentation per meeting on non-agenda matters.
- Speakers may offer objective criticism of College operations and programs, and complaints concerning individual College personnel will follow Board Policy 2315.

**Adopted:** 2/2/17

**Revised:** XXX

**Notes:** Rescinds Board Policy 9183.4: Public Participation in Board Meeting (partial),  
Board Policy 9183.2: Conduct of Board Meetings



Legally advised  
Best Practice

1st Reading

# 2355: Decorum

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## Chapter 2

### References:

There is no Oregon statutory requirement

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The following will be ruled out of order by the presiding officer.

- Disrupting, disturbing, or otherwise impeding the orderly conduct of the meeting.
- Physical violence or threats of physical violence directed towards any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Speakers who engage in such conduct may be removed from the podium or muted if online, and denied the opportunity to speak to the Board of Education for the duration of the meeting.

Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the Chair of the Board of Education. If the behavior continues, the person(s) may be removed by a vote of the Board of Education, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board of Education may order the meeting room cleared and may continue in session. The Board of Education shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

**Adopted:** XXX

**Notes:** New

Best Practice

# 2360: Minutes

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## Chapter 2

### References:

ORS 192.650

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The Board of Education will assign responsibility for taking minutes of all meetings of the Board of Education. The minutes shall record all actions of the Board of Education. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability. The minutes shall record all actions taken by the Board of Education.

Pursuant to Oregon law, the minutes shall also include at least the following information:

- (a) All members of the governing body present;
- (b) All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
- (c) The results of all votes and, except for public bodies consisting of more than 25 members unless requested by a member of that body, the vote of each member by name;
- (d) The substance of any discussion on any matter; and
- (e) Subject to ORS 192.311 to 192.478 relating to public records, a reference to any document discussed at the meeting.

**Adopted:** 2/2/17

**Revised:** XXX

**Notes:** Rescinds Board Policy 9183.3: Minutes or Board Meetings (partial)

Legally required

# 2410: Board Policies and Administrative Regulations

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## Chapter 2

### References:

NWCCU Standard 2.C

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The Board of Education may adopt such policies as are authorized by law or determined by the Board of Education to be necessary for the efficient operation of Mt. Hood Community College. Board policies are intended to be statements of intent by the Board of Education on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law but do not encompass all laws relating to Mt. Hood Community College's activities. All Mt. Hood Community College employees are expected to know and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board of Education may be adopted, revised, added to, or amended at any regular Board of Education meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board of Education shall regularly assess its policies for effectiveness in fulfilling the Mt. Hood Community College's mission.

Administrative regulations are to be issued by the President as statements of method to be used in implementing Board of Education policy. Such administrative regulations shall be consistent with the intent of Board of Education Policy. Administrative regulations may be revised as deemed necessary by the President.

The Board of Education reserves the right to direct revisions of the administrative regulations should they, in the Board of Education's judgment, be inconsistent with the Board of Education's own policies.

All Board of Education policies and administrative regulations shall be readily available to the Mt. Hood Community College's employees via the college's main website.

**Adopted:** 2/2/17

**Revised:** XXX

**Notes:** Rescinds Board Policy 9200: Adoption, Revision and Suspension of Policies-Board Policy Review (partial)

[Accreditation required](#)

# 2430: Delegation of Authority to the President

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## Chapter 2

### References:

ORS 341.290

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The Board of Education delegates to the President the executive responsibility for administering the policies adopted by the Board of Education and executing all decisions of the Board of Education requiring administrative action.

The President may delegate any powers and duties entrusted to him/her by the Board of Education, but will be specifically responsible to the Board of Education for the execution of such delegated powers and duties.

The President is empowered to reasonably interpret Board of Education policy. In situations where there is no Board of Education policy direction, the President shall have the power to act, but such decisions shall be subject to review by the Board of Education. It is the duty of the President to inform the Board of Education of such action and to recommend written Board of Education policy if one is required.

The President is expected to perform the duties contained in the President's job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board of Education in consultation with the President.

The President shall ensure that the Mt. Hood Community College complies with all relevant laws and regulations, and submit required reports in timely fashion.

The President shall make available any information or give any report that the Board of Education as a whole requests. Individual Board of Education member requests for information shall be met if, in the opinion of the President, they are not unduly burdensome or disruptive to Mt. Hood Community College's operations. Information provided to any Board of Education member shall be **[available/provided]** to all Board of Education members.

The President shall act as the professional advisor to the Board of Education in policy formation.

**Adopted:** 3/8/06  
2/2/17

**Revised:** 7/8/09  
11/9/16

XXX

**Notes:** Rescinds Board Policy 1080: Policy Development (partial); Board Policy 9040: Individual Board Member's Authority and Responsibilities (partial); Board Policy 9121: Board Delegations of Responsibilities to the President-Chief Executive Officer-Clerk of the Board; Board Policy 9200: Adoption, Revision, and Suspension of Policies-Board Policy Review (partial)

Legally advised

1st Reading

## 2431: Selection of the President

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### Chapter 2

#### References:

NWCCU Standards 2.A.3

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In the case of a President vacancy, the Board of Education shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

**Adopted:** XXX

**Notes:** New

Accreditation required  
Legally advised

1st Reading

# 2435: Evaluation of the President

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## Chapter 2

### References:

There is no Oregon statutory requirement

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The Board of Education shall conduct an evaluation of President annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the President as well as this policy.

The Board of Education shall evaluate the President using an evaluation process the Board of Education and the President jointly agree to and develop.

The criteria for evaluation shall be based on Board of Education policy, the President's job description, and performance goals/objectives developed in accordance with BP 2430 Delegation of Authority to the President.

**Adopted:** XXX

**Notes:** New

Best Practice



# 2510: Participation in Local Decision-Making

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## Chapter 2

### References:

NWCCU Standard 2.A.4  
ORS 341.283(5)

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The Board of Education is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board of Education is committed to its obligation to ensure that appropriate members of Mt. Hood Community College participate in developing recommended policies for Board of Education action and administrative regulations for President action under which the Mt. Hood Community College is governed and administered.

Each of the following shall participate in these decision-making processes of Mt. Hood Community College:

- Access and Diversity Council
- Infrastructure Council
- Institutional Effectiveness Council
- Learner Success Council
- People Strategies Council
- Associated Student Government

Each council includes employees representing the full- and part-time faculty, classified, and management/confidential employee groups, and students (when possible).

Except for unforeseeable emergency situations, the Board of Education shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Any duty imposed upon the Board of Education as a body shall be performed at a regular or special meeting and shall be made a matter of record. The consent to any particular measure obtained from individual Board of Education members when the Board of Education is not in session shall not be an act of the Board of Education and shall not be binding upon the district.

**Adopted:** 3/8/06

**Revised:** 7/8/09  
XXX

**Notes:** Rescinds Board Policy 1080: Policy Development (partial); Board Policy 9040: Individual Board Member's Authority and Responsibilities (partial)

Accreditation required

1st Reading

# 2710: Conflict of Interest

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## Chapter 2

### References:

NWCCU Standards 2.D.3  
ORS 244.010 to ORS 244.047

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Board of Education members and employees shall adhere to state laws relating to financial conflict of interest and government ethics. Board of Education members shall declare actual and potential conflict of interest on the record prior to taking any action when an actual or potential conflict of interest exists.

Board of Education members are encouraged to seek counsel from the college's legal advisor or the Oregon Government Ethics Commission in every case where any question arises.

**Adopted:** 11/9/16

**Revised:** XXX

**Notes:** Rescinds Board Policy 9080: Board Member Ethics (partial)

Accreditation required  
Legally advised

# 2715: Code of Ethics/Standards of Practice

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## Chapter 2

### References:

NWCCU Standards 2.D.2  
ORS 244.010 to ORS 244.400

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The Board of Education maintains high standards of ethical conduct for its members. Members of the Board of Education are responsible to:

- Act only in the best interests of the entire community.
- Ensure public input into board deliberations; adhering to the law and spirit of the open meeting laws and regulations.
- Prevent conflicts of interest and the perception of conflicts of interest.
- Exercise authority only as a Board.
- Use appropriate channels of communication.
- Respect others; acting with civility.
- Be informed about the college(s), educational issues, and responsibilities of Board membership.
- Devote adequate time to board work, including preparing for Board deliberations by reviewing the agenda and materials prior to meetings.
- Maintain confidentiality of executive sessions.

All Board of Education members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board's Code of Ethics. The Board of Education will be prepared to investigate the factual basis behind any charge or complaint of Board member misconduct. A Board of Education member may be subject to a resolution of censure by the Board of Education should it be determined that trustee misconduct has occurred. Censure is an official expression of disapproval passed by the Board.

A complaint of Board of Education member misconduct will be referred to an ad hoc committee composed of three Board of Education members not subject to the complaint. In a manner deemed appropriate by the committee, a fact finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in the Board of Education's Code of Ethics as defined in policy. The Board of Education member subject to the charge of misconduct shall not be precluded from presenting information to the committee.

The committee shall, within a reasonable period of time, make a report of its findings to the Board of Education for action.

Each member of the Board of Education will reaffirm adherence to the Code of Ethics by signing a statement at the annual organizational meeting.

**Adopted:** 3/8/06  
11/9/16

**Revised:** XXX

**Notes:** Rescinds Board Policy 9080: Board Member Ethics (partial); Board Policy 9060: Responsibilities of the Individual Board Member

Accreditation required  
Legally advised

1st Reading

# 2716: Board of Education Political Activity

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## Chapter 2

### References:

ORS 260.432

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Members of the Board of Education and employees shall not use the college's funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure, initiative petition or candidate, including, but not limited to, any candidate for election to the Board of Education.

The Board of Education may, by resolution, express the Board of Education position on ballot measures.

**Adopted:** 9/14/16

**Revised:** XXX

**Notes:** Rescinds Board Policy 9260: Board Legislative Program

Best Practice

# 2717: Personal Use of Public Resources – Board of Education

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## Chapter 2

### References:

ORS 244.040

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Board of Education members and employees of the college, as public officials, may not use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official's holding of the official position or office.

This prohibition does not apply to:

- a) Any part of an official compensation package as determined by the public body that the public official serves.
- b) The receipt by a public official or a relative or member of the household of the public official of an honorarium or any other item allowed under ORS 244.042.
- c) Reimbursement of expenses.
- d) An unsolicited award for professional achievement.
- e) Gifts that do not exceed the limits specified in ORS 244.025 received by a public official or a relative or member of the household of the public official from a source that could reasonably be known to have a legislative or administrative interest.
- f) Gifts received by a public official or a relative or member of the household of the public official from a source that could not reasonably be known to have a legislative or administrative interest.
- g) The receipt by a public official or a relative or member of the household of the public official of any item, regardless of value, that is expressly excluded from the definition of "gift" in ORS 244.020.
- h) Contributions made to a legal expense trust fund established under ORS 244.209 for the benefit of the public official.

**Adopted:** 11/9/16

**Revised:** XXX

**Notes:** Rescinds Board Policy 9081: Board Member Conflict of Interest (partial)

[Best Practice](#)

# 2720: Communications Among Board of Education Members

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## Chapter 2

### References:

ORS 244.040 ORS 192.610 to ORS 192.690, ORS 341.283(5)

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The Board of Education may take action on matters properly before it only in public at a regular, special, or emergency meeting, except in those instances where action is permitted by law in executive session. The authority of the Board of Education may be exercised only as a Board and only at such meetings or closed sessions as are duly and legally constituted. Individual members acting in their individual capacities have no authority to commit the Board of Education or the President to any policy determination or course of action.

A quorum of members of the Board of Education shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board of Education. In addition, Board of Education members may not use a series of communications by any means or through any person to discuss, deliberate, or take action on any item of business within the subject matter jurisdiction of the Board.

**Adopted:** 3/8/06  
2/2/17

**Revised:** XXX

**Notes:** Rescinds Board Policy 9180: Board Meetings – Regular Board Meetings (partial);  
Board Policy 9220: Board Member Communication Via E-mail

Best Practice



# 2725: Board of Education Member Compensation

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## Chapter 2

### References:

ORS 341.283(6)

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Members of the Board of Education shall receive no compensation for their services, but they shall be allowed the actual and necessary expenses incurred by them in the performance of their duties.

**Adopted:** 11/6/16

**Revised:** XXX

**Notes:** Rescinds Board Policy 9062: Board Member Compensation and Expense Reimbursement (partial)

Best Practice

# 2735: Board of Education Member Travel

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## Chapter 2

### References:

ORS 341.283(6), ORS 244.040

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Members of the Board of Education shall receive reimbursement for approved expenses actually incurred while travelling on College business. Such expenses may include the cost of attendance at meetings, conferences or visitations when attendance has been approved by the Board prior to the date of travel.

**Adopted:** 11/6/16

**Revised:** XXX

**Notes:** Rescinds Board Policy 9062: Board Member Compensation and Expense Reimbursement (partial)

Legally advised

# 2740: Board Member Education

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## Chapter 2

### References:

There is no Oregon statutory requirement.

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The Board of Education is committed to its ongoing development as a Board of Education and to a Board of Education member education program that includes new Board of Education member orientation.

To that end, the Board of Education will engage in study sessions, read materials, and attend conferences and other activities that foster Board of Education member education.

**Adopted:** 11/6/16

**Revised:** XXX

**Notes:** Rescinds Board Policy 9061: Board Member Development (partial)

Best Practice

# 2745: Board of Education Self-Evaluation

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## Chapter 2

### References:

There is no Oregon statutory requirement.

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The Mt. Hood Community College Board of Education is committed to assessing its own performance as a Board of Education in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Board of Education will:

- Assess its performance each May
- Use an approved instrument that incorporates criteria contained in Board of Education policies regarding Board of Education operations, as well as criteria defining Board of Education effectiveness promulgated by recognized practitioners in the field
- Criteria for the Board of Education’s self-evaluation shall also include performance goals and objectives related to Mt. Hood Community College and the Board of Education’s commitment to anti-racism, diversity, equity, and inclusion
- Complete the evaluation instrument and submit to the Board Secretary
- Receive a summary of the evaluations for discussion at the Board of Education annual summer retreat.
- Use results to identify accomplishments in the past year and goals for the following year

**Adopted:** XXX

**Notes:** New

Best Practice