AGENDA

1. CALL TO ORDER/ROLL/DECLARATION OF QUORUM

2. OPENING COMMENTS AND REPORTS
   a. Comments from Leslie McBride, Presiding Officer of the Portland State Faculty (5 minutes)
   b. Comments from Rayleen McMillan, Vice President for University Affairs of the Associated Students of Portland State University (5 minutes)
   c. Report from the President (20 minutes)

3. CONSENT AGENDA
   a. Approval of Minutes from Meetings of December 11 and 12, 2013
   b. Approval of Appointment of Secretary to the Board
      President Viewel has appointed David Reese to serve as Secretary to the Board and seeks Board approval of the appointment.

4. ACTION ITEMS
   a. Approval of Provisional Bylaws (30 minutes)
      Bylaws of the Portland State University Board of Trustees are presented to the Board for approval as provisional Bylaws.
   b. Approval of Policies Establishing Committee Structure (30 minutes)
      Four Board polices are presented to the Board for approval:
      (1) Standing Committees; (2) Academic and Student Affairs Committee; (3) Executive and Audit Committee; and (4) Finance and Administration Committee.
c. Discussion of Committee Assignments (10 minutes)
   Chair Nickerson will discuss committee assignments.

d. Approval of Additional Organizational Policies (30 minutes)......................... 23
   Seven Board policies are presented to the Board for approval:
   (1) Responsibilities of Individual Trustees; (2) Board Officers; (3)
   Conduct of Board Meetings; (4) Board Calendar; (5) Trustee Code of
   Ethics; (6) Trustee Conflicts of Interest and Recusal; and (7)
   Reimbursement of Trustee Expenses and Attendance at University
   Events.

5. DISCUSSION ITEMS

a. Discussion of Draft Board Work Plan (20 minutes)
   President Viewel will lead a discussion regarding Board meetings
   through 2015 and likely and potential agenda and action items.

b. Government Relations Briefing (20 minutes).................................................. 33
   Vice President Lois Davis will introduce the Government Relations staff
   and provide a briefing regarding the University’s government relations
   operations and priorities and the upcoming February 2014 legislative
   session.

c. Discussion Regarding 2015-2017 State Budget Request (20 minutes)
   Vice President Monica Rimai will lead a discussion regarding the
   process for developing the University’s 2015-17 budget request and
   necessary Board action at the Board’s March meeting.

d. Discussion Regarding 2014-2015 Tuition Setting (20 Minutes)
   Vice President Monica Rimai will lead a discussion regarding the
   process for setting tuition and mandatory student fees for the 2014-15
   academic year and necessary Board action at the Board’s March
   meeting.

6. PUBLIC COMMENT

7. ADJOURN
Meeting #2
January 30, 2014
University Place Hotel: Willamette Falls Room
1:00 – 5:00 PM

DOCKET

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Board members present included: Swati Adarkar, Erica Bestpitch, Pam Campos-Palma, Gale Castillo, Sho Dozono, Maude Hines, Thomas Imeson, Fariborz Maseeh, Rick Miller, Pete Nickerson, Peter Stott, Christine Vernier, and Wim Viewel.

University staff present included: Lois Davis, David Reese, Rachel Martinez and Annie Kirk.

Others present included: Margaret Kirkpatrick and Buzz Shaw.

1. CALL TO ORDER/ROLL CALL/DECLARATION OF QUORUM

In the absence of a Board Chair, David Reese, Acting Secretary, called the meeting to order at 8:15 a.m. and took roll. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business.

2. INTRODUCTIONS

President Viewel introduced Buzz Shaw, Consultant from the Association of Governing Boards (AGB), and asked the Board Members to introduce themselves.

3. STEPS TO BECOMING A HIGH PERFORMING BOARD

Buzz Shaw provided an introduction to the Board entitled High Performance Boards during a Time of Change.

4. MEETING BASIC BOARD RESPONSIBILITIES

Buzz Shaw led the Board in a discussion regarding the basic responsibilities of academic governing boards.

5. NURTURANCE: HAVING A PRODUCTIVE AND CARING CULTURE

Buzz Shaw led the Board in a discussion regarding good attitudes and habits for governing boards and presidents.
6. **LUNCH DISCUSSION: ETHICS FOR PUBLIC BOARD MEMBERS**

David Reese, General Counsel, provided information regarding Oregon's government ethics, public meetings and public records laws and liability protections for public bodies and University trustees.

7. **CAMPUS TOUR**

Dan Zalkow, Executive Director of Planning, Construction & Real Estate, led the trustees on a campus tour.

8. **ESTABLISHING THE FUNDAMENTALS FOR BOARD GOVERNANCE**

   a. David Reese provided an overview of Senate Bill 270 and the Board's general responsibilities.

   b. President Wiezel began a discussion regarding the need for an interim chair and interim vice chair and suggested Pete Nickerson and Tom Imeson, respectively, for the officer positions.

   **ACTION:** Sho Dozono and Peter Stott made and seconded a motion, respectively, to elect Pete Nickerson as Interim Chair and Tom Imeson as Interim Vice Chair, effective immediately, for a term ending June 30, 2014 and for the Board to elect a regular chair and vice chair at its March meeting for full terms beginning July 1. The motion was adopted. Chair Nickerson assumed the gavel for the remainder of the meeting.

   c. Chair Nickerson began a discussion regarding the need for bylaws and board policies. David Reese reviewed and led a discussion regarding draft bylaws. Board members were asked to provide comments regarding the draft bylaws prior to the next meeting.

   **ACTION:** Gale Castillo and Peter Stott made and seconded a motion, respectively, for Reese to revise the draft bylaws and prepare additional board organizational policies and to present them at the January board meeting. The motion was adopted.

   d. Chair Nickerson began a discussion regarding whether board meetings should be audio recorded. The preference of the trustees is to rely on written minutes of meetings and to not make or retain audio recordings.

   **ACTION:** Christine Vernier and Peter Stott made and seconded a motion, respectively, to dispense with the audio recording of board meetings until such time as the Board may reconsider. The motion was adopted.

   e. Chair Nickerson began a discussion regarding Board committees. Nickerson suggested that the Board start with three standing committees: Academic and Student Affairs, Executive and Audit, and Finance and Administration.
ACTION: Christine Vernier and Fariborz Maseeh made and seconded a motion, respectively, to move forward with the three committees discussed and for Reese to draft committee charges for discussion and adoption at the January board meeting. The motion was adopted.

9. SHARED GOVERNANCE IN ACADEME

Buzz Shaw led the Board in a discussion regarding university shared governance, levels of policy making and frequent sources of tension between boards and universities.

10. PARTNERS IN POSITIVE CHANGE

Buzz Shaw led the Board in a discussion regarding high performing boards and "What Makes Great Boards Great."

11. ADJOURNMENT

With no further business proposed, the meeting was adjourned at 5:20 p.m.
MINUTES

Board members present included: Chair Pete Nickerson, Vice Chair Thomas Imeson, Swati Adarkar, Erica Bestpitch, Pam Campos-Palma, Gale Castillo, Sho Dozono, Maude Hines, Fariborz Maseeh, Rick Miller, Peter Stott, Christine Vernier, and Wim Wiewel.

University staff present included: Lois Davis, David Reese, Rachel Martinez and Annie Kirk.

Others present included: Margaret Kirkpatrick.

1. CALL TO ORDER/ROLL CALL/DECLARATION OF QUORUM

Chair Pete Nickerson called the meeting to order at 8:15 a.m. and took roll. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business.

2. THE MISSION, VISION AND ORGANIZATION OF THE UNIVERSITY

President Wiewel gave a presentation on Portland State University’s mission statement, vision, guiding themes, strategic plan, diversity and organization.

3. THE ACADEMIC PROGRAM OF THE UNIVERSITY

Provost Sona Andrews gave a presentation regarding the schools and colleges that comprise the University, the overall academic program, the role of the Office of Academic Affairs, accreditation, the University’s completion agenda and achievement compact, portfolios, student success initiatives and statistics, and the Provost’s Challenge. Leslie McBride, Presiding Officer of the Portland State Faculty Senate, joined Andrews for a discussion regarding shared governance at the University and the role and organization of the Faculty Senate.

4. THE STUDENT PROFILE AND SERVICES AT THE UNIVERSITY

Jackie Balzer, Vice President of Enrollment Management and Student Affairs, gave a presentation on the demographics of the University’s student body, recruitment, admissions standards, tuition and fees, financial aid and scholarships, advising, student support services, experiential learning, leadership opportunities, athletics and campus recreation. Rayleen McMillan, Vice President for University Affairs of the Associated Students of Portland State University (ASPSU) joined Balzer for a discussion regarding the role and organization of ASPSU.
5. **LUNCH DISCUSSION: THE SBHE, HECC AND OEIB**

Ben Cannon, Executive Director of the Higher Education Coordinating Commission, and Matt Donegan, President of the State Board of Higher Education and member of the Oregon Education Investment Board, discussed the roles of their respective organizations and the importance of interacting closely with our partners in Oregon’s system of higher education.

6. **SUPPORTING THE UNIVERSITY**

Monica Rimai, Vice President of Finance and Administration, gave a presentation regarding campus operations, the role of Finance and Administration, the physical plant, the workforce, collective bargaining units, the operating budget, performance based budgeting, capital projects and the capital budget, and the University’s debt profile.

7. **RESEARCH AND STRATEGIC PARTNERSHIPS AT THE UNIVERSITY**

Jon Fink, Vice President of Research and Strategic Partnerships, gave a presentation regarding the University’s research activities, research administration, research expenditures and growth, and future.

8. **PHILANTHROPY, ADVANCEMENT AND THE PSU FOUNDATION**

President Wiewel, Françoise Aylmer, Vice President of Advancement, and Fred Granum, President of the Portland State University Foundation, gave a presentation on the mission and vision of University Advancement, fundraising, major gifts, comprehensive campaign, endowment, and the role and organization of the PSU Foundation.

9. **PUBLIC COMMENT**

No public comments were made.

10. **ADJOURNMENT**

With no further business proposed, the meeting was adjourned at 4:30 p.m.
Dear David:

I am pleased to appoint you as Secretary to the Board of Trustees, in addition to your responsibilities as General Counsel, effective immediately. Your appointment as Secretary is subject to the approval of the Board of Trustees. Position description attached.

All other terms of your Notice of Appointment as General Counsel remain unchanged.

In this position, you will be eligible for all benefits related to 12-month employment which are outlined in detail on the Human Resources website at www.pdx.edu/hr. Your position reports to the President.

Your employment is subject to the terms of all applicable Oregon University System and PSU administrative rules and policies, which are incorporated herein by reference. As is standard for positions of this type, the University may terminate this contract by providing at least 30 days advance notice. This is an unrepresented, unranked appointment; time served in this position will not count toward tenure.

I look forward to working with you as you take on this new role at Portland State University. If the terms of this appointment are satisfactory, please sign this letter and return it to me as soon as possible.

Sincerely,

[Signature]

Wim Wiewel
President
Portland State University

I accept the appointment described above and agree to be subject to its terms.

[Signature]  Date  963099693

☐ Copy to Department and Employee  ☐ Original to HR
January 24, 2014

Secretary to the Board of Trustees position description

The Secretary serves as a liaison between the Board and the administration and is responsible for supporting the Board and its committees, including notifying Board and committee members of meetings and maintaining minutes and records of Board action. The Secretary is also responsible for such other tasks as may be assigned by the Board.

The appointment as Secretary is subject to the approval of the Board of Trustees.

All other terms and responsibilities of appointment as General Counsel remain unchanged.
Bylaws of The Board of Trustees
of Portland State University

ARTICLE I
AUTHORITY AND POWER OF THE BOARD

Portland State University (the "University") is a public university established by the laws of
the State of Oregon. The University is governed by the Board of Trustees (the "Board”).
The Board is vested by law with the power and authority to govern the University and to
exercise all powers and authority of the University as set forth in the laws of the state of
Oregon.

ARTICLE II
GENERAL CONCEPT OF BYLAWS

The Board establishes these bylaws in order to establish a governance structure for the
conduct of Board business. The bylaws define the duties, authority limits and principal
operating procedure for the Board and Board members. Board policies supplement the
bylaws and guide Board and University operations and standards. Because the Board is the
final institutional authority, these bylaws and Board policies have precedence over other
policies of the University. However, the Board’s focus is one of oversight and policy
determination. The Board delegates the conduct of administration and management to the
President. It entrusts development and implementation of the curriculum, pedagogy and
research through the President to the Faculty. It encourages student and staff participation
in decision-making within the limits of attainable effectiveness.

ARTICLE III
ORGANIZATION OF THE BOARD

Section 1. Membership

As provided by law, the Board shall consist of eleven to fifteen trustees. The President of
the University shall be an ex officio non-voting trustee. The remaining trustees shall be
appointed by the Governor, with the approval of the Oregon Senate. One trustee shall be a
student at the University. One trustee shall be a faculty member of the University. One
trustee shall be a non-faculty employee of the University. The faculty and non-faculty
employee trustees shall be either voting or non-voting trustees, as designated by the
Governor at the time of appointment. The faculty and non-faculty employee Trustees may
not participate in any discussions or action by the board or attend any executive session of
the board involving collective bargaining issues.
Section 2. Term

Except for the student, faculty and non-faculty trustees, appointed trustees shall serve for a four-year term. Student, faculty and non-faculty employee trustees shall serve for a two-year term. Trustees may be reappointed, except that no trustee may serve for more than two full consecutive terms. A trustee whose term has expired shall continue to serve until a replacement has been appointed and confirmed.

Section 3. Resignation

A trustee may resign at any time by submitting a written notice to the Governor and to the Chair or Secretary. Such resignation shall take effect at the time specified therein or within 30 days of the date of receipt.

Section 4. Vacancies

Vacancies shall be filled by appointment by the Governor for the remainder of the unexpired term.

Section 5. Removal

The Governor may remove any appointed trustee at any time for cause, after notice and public hearing, but may not remove more than three members within a period of four years, unless it is for corrupt conduct in office.

Section 6. Compensation

Except for the President and other University employees, trustees serve as volunteers and are not compensated for their services. Trustees may be reimbursed for reasonable transportation and other direct expenses incurred in the discharge of official Board duties.

ARTICLE IV
RESPONSIBILITIES OF THE BOARD

Section 1. Responsibilities of the Board

The Board is responsible for governing the University and for exercising and carrying out all of the powers, rights and duties that are expressly conferred upon the Board by law, or that are implied by law or are incident to such powers, rights and duties. The Board’s responsibilities include:

1. Determining the mission of the University and ensuring that the mission is kept current and aligned with the goals and mission of public higher education in Oregon.
2. Providing oversight and guidance to the University’s strategic direction.
3. Charging the President with the task of periodically leading a strategic planning process; participating in the strategic planning process; approving the strategic plan, and monitoring its effectiveness.
4. Selecting, supporting, and evaluating the President and reviewing the President's compensation.
5. Ensuring the University's fiscal integrity; overseeing the University's financial resources and other assets; and preserving and protecting the University's assets for posterity.
6. Ensuring and protecting, within the context of faculty shared governance, the educational quality of the University and its academic programs; and preserving and protecting the University's autonomy, academic freedom, and the public purposes of higher education.
7. Ensuring that Board policies and procedures are current and properly implemented.
8. Engaging regularly, in concert with senior administration, with the University's major constituencies.
9. Periodically assessing the performance of the Board and its committees, members, policies and practices.

Section 2. Delegation

The Board may delegate and provide for the further delegation of any and all powers and duties, subject to limitations expressly set forth in law.

Section 3. Communications

The Board’s authority is vested in the Board collectively and not in any individual trustee. Individual trustees do not speak on behalf of the Board unless authorized to do so by the Board or the Chair. The Chair is delegated authority to speak on behalf of the Board, unless otherwise determined by the Board.

ARTICLE V
BOARD MEETINGS

Section 1. Public Meetings

A “Public Meeting” of the Board is the convening of trustees for a purpose for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. “Public Meeting” does not include any on-site inspection of any project or program, the attendance of trustees at any national, regional or state association or the convening of trustees for any purpose for which a quorum is not required.
Section 2. Compliance with Public Meetings Law

As used in these bylaws, the term "Public Meeting" shall mean a meeting subject to the provisions of ORS 192.610 to 192.710, as it may be amended from time to time (the "Public Meetings Law"). All Public Meetings of the Board shall be conducted in compliance with the Public Meetings Law then in effect.

Section 3. Quorum for Public Meetings

A quorum for the transaction of business at a Public Meeting of the Board or its committees shall be a majority of their respective voting trustees in office at the time of the meeting. A trustee who is recused may be counted for the purpose of determining the presence of a quorum at the meeting but shall not be counted for the purpose of determining the presence of a quorum for Board action on which the member is recused. Except as otherwise specified herein, a quorum of the Board is required to conduct Board business.

Section 4. Quorum not Required

A majority of the voting trustees present at a meeting that is subject to the quorum requirements of this Article, although less than a quorum, may:

1. Adjourn the meeting from time to time to a different time or place before the date of the next regular meeting without further notice of any adjournment. At such adjourned meeting at which a quorum is present, any business may be transacted that might have been transacted at the meeting originally held.
2. Set a time for adjournment.
3. Call a recess.
4. Take any measure necessary or appropriate to assemble a quorum.

Section 5. Frequency of Meetings

The Board shall hold a regular Public Meeting at least quarterly, on such dates and at such places as it shall determine. At such meetings any business related to the authority of the Board may be discussed and transacted.

Section 6. Special Meetings

A special Public Meeting of the Board may be held at the call of the Chair, the President, or a majority of voting trustees. The Chair or Secretary shall cause to be delivered to each trustee, by regular mail, electronic mail, or otherwise, notice of such meeting, along with a clear statement of purpose, at least 24 hours in advance.

Section 7. Emergency Meetings

An emergency Public Meeting of the Board may be held at the call of the Chair, the President or a majority of voting trustees with less than 24 hours’ notice, in which case the
minutes of the emergency meeting shall describe with particularity the nature of the emergency requiring the emergency meeting. The Chair or Secretary shall cause to be delivered to each trustee, by regular mail, electronic mail, or otherwise, notice of such meeting, along with a clear statement of purpose, as soon as practicable.

Section 8. Conduct of Meetings

Public Meetings of the Board shall be conducted according to traditional procedural rules, as interpreted by the Chair or other presiding officer. Minutes of Public Meetings of the Board shall be taken by the Secretary, or by a person designated by the Secretary, in a manner consistent with the Public Meetings Law.

Section 9. Location of Meetings

Public Meetings of the Board shall be held at such places as the Board may determine, except that no Public Meeting of the Board may be held at a place that practices discrimination that would violate University policy or in a place inaccessible to persons with disabilities.

Section 10. Notice

Notice of the time and place of a Public Meeting of the Board together with proposed agenda and all available, pertinent material shall be delivered to each trustee, by regular mail, electronic mail, or otherwise, not less than seven days before any regularly scheduled meeting. Notice shall also be provided by posting on the Board’s website and by electronic mail to interested parties, including media outlets, who have requested such notice. Notice of the dates, times and places of all regularly scheduled Public Meetings of the Board and its committees during the fiscal year shall be posted within fourteen days after the first Public Meeting of the board or one of its committees in each fiscal year. Such notice shall be provided by posting on the Board’s website and by electronic mail to interested parties, including media outlets, who have requested such notice. If a change occurs in the schedule of a regular Public Meeting or a special Public Meeting of the Board or one of its committees, a notice stating the changed date, time and place of the meeting shall be provided as soon as practicable.

Section 11. Waiver of Notice

A Trustee’s attendance at or participation in a meeting waives any required notice of the meeting to the Trustee unless the Trustee at the beginning of the meeting, or promptly upon the Trustee’s arrival, objects to the holding of the meeting or the transaction of business at the meeting and does not subsequently vote for or assent to action taken at the meeting. A Trustee may at any time waive any notice required by law or these Bylaws, with a writing signed by the Trustee and specifying the meeting for which notice is waived. Any such waiver of notice shall be filed with the minutes of the meeting for which notice is waived.
Section 12. Remote Participation

Any or all trustees may participate in a meeting of the Board by means of a conference telephone or similar communications mechanism that allows all persons participating in the meeting to hear each other simultaneously. Participation by such mechanism shall be equivalent to presence in person at the meeting. With the conduct of a Public Meeting through such telephonic or electronic means, the Board shall make available to the public a location where the public can listen to the communication at the time it occurs by means of speakers or other devices.

Section 13. Manner of Acting

Except as otherwise provided in these bylaws or by law, action upon a matter for which a quorum is required shall be taken upon the approval of a majority of the voting trustees present at a meeting at which a quorum is present. Voting by proxy is not permitted.

Section 14. Executive Session

The Board may hold any regular, special or emergency Public Meeting, or portion thereof, in executive session for any reason permitted by, and in a manner compliant with, the Public Meetings Law. Participation in executive session is limited to trustees and other persons invited by the Chair. Other persons permitted by law or by the Chair may attend all or portions of an executive session.

ARTICLE VI
BOARD OFFICERS

Section 1. Officers of the Board

The officers of the Board shall be the Chair and Vice Chair. The Board may establish additional officers of the Board as it deems necessary. All officers of the Board must be voting trustees and serve at the pleasure of the Board.

Section 2. Election and Terms

The officers of the Board shall be elected by the voting trustees. Ordinarily, the Chair and Vice Chair shall serve for one-year terms, with the possibility of re-election to a maximum of two full consecutive one-year terms. Any officer of the Board whose term as an officer has ended shall continue to serve until a new appointment is made.

Section 3. Chair

The Chair shall preside at all Board meetings, have the right to vote on all questions, and otherwise serve as a spokesperson for the Board. The Chair shall serve as an ex officio member of all standing committees of the Board.
Section 4. Vice Chair

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair, including presiding at Board meetings. The Vice Chair shall have other duties as may be assigned by the Board or Chair from time to time.

Section 5. Resignation of Officers

Any Board officer may resign at any time by submitting a written notice to the Chair or Secretary. Such resignation shall take effect at the time specified therein or within 30 days of the date of receipt.

Section 6. Removal of Officers

Any Board officer may be removed from such office by a two-thirds majority vote of the voting trustees at a meeting of the Board called expressly for that purpose.

Section 7. Vacancies

Board officer vacancies may be filled through a special election at any meeting of the Board.

ARTICLE VII
UNIVERSITY OFFICERS

Section 1. The President

The President is the chief executive officer of the University and the President of the Faculty. The President is authorized to direct the affairs of the University and is responsible for the supervision and management of the University, for the duties mandated by law and these bylaws, and for interpreting and implementing the policies of the University and the Board. The President may appoint and employ such vice presidents and other University employees as the President determines to be appropriate and useful.

Section 2. Presidential Selection

The Board, in consultation with the Governor or the Governor's designee, shall appoint and employ the President. Except in the case of an interim or acting president, any committee appointed by the Board to oversee the hiring of the President shall include representatives of the University community and at least one other president of a public university based in Oregon, as determined by the Board.

Section 3. Presidential Removal

The President may be removed from office by a two-thirds majority of voting trustees then in office, provided that notice is sent to all trustees in accordance with Article V, Section 8.
Section 4. Secretary

The Secretary shall be appointed by the President, subject to Board approval. The Secretary serves as a liaison between the Board and the administration and is responsible for supporting the Board and its committees, including notifying Board and committee members of meetings and maintaining minutes and records of Board action. The Secretary shall have custody of the University seal and shall affix it to such documents as may require official recognition and, by countersigning, shall execute with the Chair all instruments required by law.

ARTICLE VIII
BOARD COMMITTEES

The Board shall establish such standing and ad hoc committees as it deems appropriate to discharge its responsibilities. Each committee shall have a written statement of purpose and primary responsibilities approved by the Board, and such rules of procedure or policy guidelines as it or the Board, as appropriate, may approve. Any committee of the Board and the members of any such committee shall serve at the pleasure of the Board.

ARTICLE IX
ETHICS AND CONFLICT OF INTEREST

The Board and its trustees stand in a fiduciary relationship to the University. Trustees shall act in good faith, with due regard to the interests of the University, and shall comply with the restrictions, conflict of interest provisions and disclosure requirements of the Oregon Government Ethics law, ORS Chapter 244, these bylaws, and any Code of Ethics and/or Conflict of Interest Policy adopted by the Board.

ARTICLE X
INDEMNIFICATION

Section 1. Indemnification Against Expenses

The University shall, to the extent legally permissible, defend, save harmless and indemnify trustees against all liabilities and expenses (including legal fees) reasonably incurred in connection with the defense of any action, suit, or other proceeding (whether civil, criminal, administrative, or investigative) to which he or she has been made a party by reason of being or having been a trustee, provided he or she acted in good faith and in a manner reasonably believed to be in, or not opposed to, the best interests of the University. Trustees are not entitled to indemnification for acts that are adjudicated in such action, suit, or proceeding to be the result of malfeasance in office or willful or wanton neglect of duty.
Section 2. Advance Payment of Expenses

Expenses, including legal fees, reasonably incurred by a trustee in connection with the defense or disposition of any such action, suit, or other proceeding may be paid from time to time by the University in advance of the final disposition thereof under the condition that the trustee repay such advanced fees and costs if it ultimately is determined that the trustee is not entitled to be indemnified by the University as authorized by these bylaws.

Section 3. Personal Liability

Trustees shall not be personally liable for any debt, liability, or obligation of the University. All persons, corporations, or other entities extending credit to, contracting with or having any claim against the University may look only to the funds and property of the University for the payment of any such contract or claim, or for the payment of any debt, damages, judgment, or decree, or of any money that may otherwise become due or payable to them from the University.

Section 4. Miscellaneous

The foregoing rights of indemnification and advancement of expenses shall not be exclusive of any other rights to which a trustee may be entitled, under any other bylaw, agreement, vote of disinterested Board members, or otherwise, and shall continue as to a person who has ceased to be a trustee and shall inure to the benefit of the heirs, executors and administrators of such a person.

ARTICLE XI
MISCELLANEOUS PROVISIONS

Section 1. Amendment to Bylaws

These bylaws may be amended at any meeting of the Board by a two-thirds majority of voting trustees then in office, provided notice of the substance of the proposed amendment(s) is sent to all Board members in accordance with Article V, Section 8.

Section 2. University Seal

The Board shall provide for a seal of the University which contains the words “Portland State University 1946” and the phrase “Doctrina Urbi Serviat.” The Secretary is the custodian of the seal and is authorized to affix it to such documents as may require official recognition.

Section 3. Nondiscrimination

The University and the Board do not discriminate in educational, employment or other practices against any person on the basis of age, disability, national origin, race, color,
marital status, veteran status, religion, sex, sexual orientation, gender identity and expression, genetic information, or any other basis protected by federal, state or local law.

Section 4. Subordination to State Code

To the extent that any of these bylaws may be inconsistent with the laws of the state of Oregon, the laws of the state shall control.
Policies Establishing Committees Structure

Standing Committees

The Board of Trustees operates through the following three standing committees:

- Academic and Student Affairs Committee
- Executive & Audit Committee
- Finance & Administration Committee

After the first regular Board meeting of the calendar year, at which the Board elects its Chair and Vice-Chair to a one-year term beginning July 1, the new Chair-elect will, within thirty days, appoint the memberships of the standing committees of the Board for one-year terms beginning July 1.

Each committee consists of not less than three Trustees, appointed by the Chair of the Board. The Chair of the Board is an ex officio member of each committee. The Chair of the Board also designates the chair and vice chair of each committee. Each committee will then meet upon the call of its chair.

A majority of the appointed voting members of a committee shall constitute a quorum for the transaction of business.

As the need arises, the Board may by resolution create special committees with such functions, power and authority as it may determine. Unless otherwise provided in the resolution of the Board, the Chair of the Board shall determine the number of committee members, appoint its members and designate the committee chair and vice chair.

By July 1 of each year, dates for Board meetings for the next year will be selected. As soon thereafter as is practicable, the chair of each standing committee, after receiving advice and recommendations from the Secretary to the Board and from the University office providing staff support to the committee, will select dates for committee meetings for the next year. The Secretary to the Board will post on the Board’s website, and deliver to each trustee, the schedule of standing committee regular meetings for the upcoming year.
Academic and Student Affairs Committee

The Academic and Student Affairs Committee is established to oversee the academic and student affairs of the University. The Committee shall consist of the trustees appointed by the Chair. The Provost and the Vice President for Enrollment Management and Student Affairs shall be ex officio non-voting members of the Committee.

The Committee is responsible for (1) ensuring and protecting, within the context of faculty shared governance, the educational quality of the University and its academic programs, (2) monitoring progress towards the University’s achievement compact and other academic performance measures, (3) advising the Board regarding major changes to the academic program of the University, such as the creation, merger or closure of degree programs, schools or colleges within the University, (4) oversight of the University’s athletic programs, and (4) oversight of University policies regarding student life and conduct, faculty, academic affairs and research. The Committee is responsible for such other matters as may be referred to it by the Board or Chair.

The Office of Academic Affairs is responsible for providing staff support to the Committee.
Executive and Audit Committee

The Executive and Audit Committee is established. The Committee is empowered to act for the Board between regular Board meetings and to oversee the University’s financial practices and standards of conduct, as provided in this policy.

The Committee shall have the following five voting members: the Chair of the Board, the Vice Chair of the Board, the Chair of the Academic and Student Affairs Committee, the Chair of the Finance and Administration Committee, and one at-large member appointed from among the remaining trustees. The President shall be an ex officio non-voting member of the Executive and Audit Committee. The Chair of the Board is the Chair of the Executive and Audit Committee.

It is the expectation of the Board that the full Board will consider and make decisions regarding all significant matters before the Board. Nonetheless, the Board recognizes that certain matters may be appropriately handled by the Committee between regular Board meetings, either at the specific direction of the Board or because time is of the essence. The Committee is empowered to act for the Board between regular Board meetings on all matters except the following, which shall be reserved for the Board: (1) presidential selection, evaluation and termination, (2) board and committee officer election, (3) changes in the mission and purposes of the University, (4) amendments to the bylaws, (5) incurrence of University indebtedness, (6) sale or other disposition of real estate and other tangible property, (7) condemnation of real property, and (8) adoption of the University budget.

The Committee is responsible for oversight of the institution’s financial practices and standards of conduct. The Committee is responsible for (1) overseeing the external financial audit, (2) ensuring compliance with legal and regulatory requirements, and (3) monitoring internal controls and risk management systems. In addition, the Committee is responsible for such other matters as may be referred to it by the Board or Chair.

The University’s Director of Internal Audit reports administratively to the President and functionally to the Committee.

The Committee has the authority, through its chair or a majority vote of its regular voting members, to ask management to address specific issues within the mandate of the committee, as well as the authority to engage independent legal counsel and other professional advisers to carry out its duties.

The Committee is responsible for making nominations to the Board for Board and committee officers and for committee member assignments.

The Secretary to the Board is responsible for providing staff support to the Committee.
Finance and Administration Committee

The Finance and Administration Committee is established to oversee the integrity of the University's financial operations, physical plant, long-term economic health and allocation of resources. The Committee shall consist of the trustees appointed by the Chair. The Vice President for Finance and Administration shall be an ex officio non-voting member of the Committee.

The Committee is responsible for (1) monitoring financial performance, (2) reviewing annual and long-range operating budgets, (3) reviewing and recommending to the Board requests and plans for capital construction and borrowing, (4) ensuring that accurate and complete financial records are maintained, and (5) ensuring that accurate and complete financial information is presented to the Board. The Committee is responsible for such other matters as may be referred to it by the Board or Chair.

The Office of the Vice President for Finance and Administration is responsible for providing staff support to the Committee.
Organizational Policies

Responsibilities of Individual Trustees

Since its founding in 1946, Portland State University has benefited greatly from the devotion, service, intellectual contributions, ethical behavior, and philanthropy of many thousands of faculty, staff, students, alumni, and friends. Those of us who have been chosen to serve as fiduciary trustees for a period of time – to safeguard the University’s assets and to foster its capacity to serve others – have a heightened obligation to the University and to each other. To serve on a university governing board is a significant responsibility.

The trustees of the University have chosen to clarify the responsibilities, obligations and expectations we have of each other. This statement is intended to help those who are asked to consider joining the Board of Trustees to understand more fully what is expected, and to guide the Board in its operations and relations.

We agree that each trustee is specifically responsible for:

- Having the time and energy necessary to faithfully and diligently prepare for and participate in the board’s meetings.

- Believing in the institution’s mission and responsibilities to serve the diverse society that supports and depends on it.

- Asking substantive and timely questions of management and colleague board members in the course of committee and board meetings.

- Speaking candidly, but also being willing to support decisions and policies approved by the board’s majority—even if the trustee did not vote for them.

- Remembering that only the board chair speaks for the board and ordinarily is presumed to be delegated the responsibility to address controversial issues or board decisions with the media. In a similar vein, the President ordinarily speaks for the institution.

- Avoiding personal agendas or being seen as a representative of any internal or external constituency, special-interest group or cause, community, or specific part of the institution.

- Supporting the President of the University while at the same time exercising critical judgment as an active, discerning, energetic, and probing trustee.

- Distinguishing between management and governance issues.
• Communicating any significant concern or complaint promptly to the President.

• Respecting the opinions of others and refraining from public criticism of them or their views.

• Avoiding any possibility of even the perception of a possible conflict of interest with their financial, personal, and family interests.

• Defending the institution’s and the board’s autonomy while working with other trustees to provide accountability and advocacy in equal measure.
Board Officers

The officers of the Board are the Chair and Vice Chair.

Election of Board Officers

Before the first regular Board meeting of the calendar year, the Secretary of the Board will poll trustees for comments and recommendations to nominate either current officers for re-election or new officers for election to one-year officer terms to begin July 1.

The Secretary will notify nominees of their nomination, inform them of Board officers’ responsibilities, and confirm nominees’ willingness to serve. The Secretary will report these findings to the Executive and Audit Committee.

At the first regular Board meeting of the calendar year, the Executive and Audit Committee will make recommendations to the Board regarding the election or re-election of Board officers.

Officers are elected by a simple majority of those present at the first Board meeting of the calendar year, a quorum being present. Nominations may be made at the time of election. Election will be by written ballot upon the request of any two (2) trustees present at the election.

The one-year terms of incoming officers will begin on July 1. Officers will continue in office until their successors are elected. No officer will be eligible for election to more than two (2) consecutive full one-year terms in the same office.

Board officer vacancies may be filled by election at any meeting of the Board. An appointment to a vacant office shall be for the remainder of the unexpired term.

Role of the Chair

The Chair shall preside over all Board meetings; appoint all committees not otherwise provided for; be an ex-officio member of all standing committees; execute all legal documents and instruments on behalf of the Board affecting interest in lands; and perform any other duties usually devolving to such an officer. At the request of the Chair of the Board, or when the Chair is absent or unable to act the Vice Chair shall discharge the duties of the office as Chair Pro Tempore.

In selecting a Chair, the following should be considered:

- Leadership ability;
- Philosophy and judgment;
- Past performance as a Trustee;
- Availability of time; and
- Willingness to serve and commit the required time.
The Chair of the Board is the Board’s leader in carrying out its policy role within the organizational framework of the Board. Specific duties include the following:

- Providing policy leadership separate from the Administration;
- Acting as presiding officer of the Board;
- Appointing the Chair, Vice Chair and members of all standing committees;
- Serving as the liaison between the Board and the President;
- Acting as Chair of the Executive & Audit Committee;
- Monitoring and evaluating the work of each of the Board committees;
- Coordinating the work of Board committees by seeing that work is planned in advance and by periodically attending committee meetings; and
- Representing the University in major public relations matters where the policy of the institution is concerned.

Role of the Vice Chair

The Vice Chair of the Board is elected by the Board of Trustees for a one-year term. Qualifications for Vice Chair should, in general, be the same as those for Chair. At the request of the Chair or in the Chair’s absence or inability to act the Vice Chair of the Board discharges the duties of the office as Chair Pro Tempore of the Board of Trustees.
Conduct of Board Meetings

Board Agenda

The proposed agenda, and all available, pertinent materials, for each regular Public Meeting of the Board should be delivered to each trustee, by regular mail, electronic mail, or otherwise, not less than seven days before any regularly scheduled meeting. Each item on the agenda must be approved by either the Chair or the President before being placed on the agenda. All proposed agenda items, including consent agenda items, and pertinent materials to be included with the agenda, are to be submitted to the Secretary of the Board at least fourteen days prior to a Board meeting.

Order of Regular Meetings

The following shall be the order of business at each regular Public Meeting of the Board:

1. Call to Order/Roll/Declaration of Quorum
2. Opening Comments and Reports
3. Consent Agenda (including approval of minutes)
4. Reports of Standing Committees of the Board
5. Reports of Special Committees of the Board
6. Action Items
7. Discussion Items
8. Public Comments
9. Adjournment

The order of business of the Board may be changed or suspended at any Public Meeting by the Chair or by a majority of the voting trustees present. An item may be removed from the consent agenda by request of any trustee.

Procedure for Appearing Before the Board

Individuals who wish to provide public comment must sign up with the Secretary of the Board at least twenty-four hours in advance of the meeting, stating their name, affiliation, and the topic to be discussed. Unless otherwise indicated on the agenda or by the Chair, each public comment period will be for 30 minutes with a three minute limit per speaker.

The Chair is authorized to control meetings of the Board, to enforce requirements of order and decorum, and to limit comments that are duplicative, disruptive or irrelevant.
Board Calendar

The Board operates on the University’s fiscal year (July 1 – June 30). Trustee terms, board officers and committee appointments will generally begin on July 1.

Unless a majority of the Board decides otherwise, four regular meetings of the Board will be held during the year. One meeting each will be held in September, December, March and June of each year.

The Secretary to the Board will post on the Board’s website, and deliver to each trustee, the schedule of the Board’s regular meetings for the upcoming year by July 1 of each year.
Trustee Code of Ethics

The members of the Portland State University Board of Trustees are public officials of the State of Oregon. Under Oregon law, service as a trustee is a public trust. As one safeguard of that trust, public officials are required to comply with the ethical standards set forth in the Oregon Government Ethics Law, ORS Chapter 244.

All trustees, upon confirmation of appointment, and periodically thereafter, are to be made aware of the requirements of the Oregon Government Ethics law or subsequent versions thereof. It is the Board’s intent that this policy, or others adopted in furtherance of its purposes, be viewed and utilized as elaboration and guidance and that the statutory requirements set forth in Oregon law are the ultimate binding authority to which trustees must adhere.

As provided in the Oregon Government Ethics Law:

- Trustees may not use or attempt to use their position as trustees to obtain a financial benefit, if the opportunity for the financial benefit would not otherwise be available but for the trustee’s position as a trustee. The financial benefit prohibited can be either an opportunity for gain or to avoid an expense. Not only are trustees prohibited from using their position as trustees to receive certain financial benefits, but trustees are also prohibited from using or attempting to use their position as trustees to obtain financial benefits for a relative or a member of the trustee’s household. Also prohibited is the use or attempted use of the trustee’s position to obtain financial benefits for a business with which the trustee, a relative, or a member of the trustee’s household is associated.

- Trustees may not use or attempt to use confidential information gained in the course of or by reason of their position as a trustee for personal gain. This prohibition applies both during and after a trustee’s term of office.

- Trustees may not accept gifts from any source with an economic interest, distinct from that of the general public, in any matter subject to a decision or vote by the Board, except for gifts with an aggregate value of less than $50 per year. A gift is anything of economic value provided without consideration of equal value, including the full or partial forgiveness of debt, which is not provided to others who are not trustees on the same terms. This prohibition applies to trustees, as well as to their relatives and members of their households.

- Trustees must disclose actual and potential conflicts of interest and recuse themselves from the matter at issue, as more fully discussed in the Board’s Policy on Trustee Conflicts of Interest and Recusal.

- Trustees are required to file an Annual Verified Statement of Economic Interest with the Oregon Ethics Commission by April 15 of each year.
Trustees are to consult with the chair of the Board and/or counsel to the Board for guidance where appropriate. Formal opinion should be requested from the Government Standards and Practices Commission.
Trustee Conflicts of Interest and Recusal

The Oregon Government Ethics law, ORS Chapter 244, defines conflicts of interest for purposes of Oregon law and requires public officials to disclose conflicts and to take appropriate action following such disclosure. It is the Board’s intent that this policy, or others adopted in furtherance of its purposes, be viewed and utilized as elaboration and guidance and that the statutory requirements set forth in Oregon law are the ultimate binding authority to which trustees must adhere.

In brief, a trustee is met with a conflict of interest when participating in a Board action which could or would result in a financial benefit or detriment to the trustee, to a relative of the trustee, or to a business with which either is associated.

A trustee is met with an actual conflict of interest when the trustee participates in action that would affect the financial interest of the trustee, the trustee’s relative or a business with which the trustee or a relative of the trustee is associated. A trustee is met with a potential conflict of interest when the trustee participates in action that could affect the financial interest of the trustee, a relative of the trustee or a business with which the trustee or the relative of the trustee is associated.

If a trustee believes there to be an actual or potential conflict of interest, the trustee must disclose the nature of the conflict by publicly announcing the conflict at a meeting of the Board or of a Board committee before taking any action thereon. The disclosure shall occur at each meeting at which the trustee is met with the conflict. The minutes of the meeting shall record the disclosure and the nature of the conflict.

If the conflict is a potential conflict, a trustee may, after public disclosure of the conflict, either participate in official action on the issue that gives rise to the conflict or the trustee may recuse himself or herself from such participation. In making such a determination, trustees are encouraged to consider the importance of avoiding even the appearance of impropriety.

If the conflict is an actual conflict, the trustee must recuse himself or herself from participation in official action on the issue that gives rise to the conflict.

In addition, recusal of University-affiliated trustees (the President and faculty, staff and student trustees) may also be appropriate under other circumstances, such as where the trustee as a University constituent may be affected personally by a Board decision, where disclosure to the trustee may occur of information of a personal or private nature concerning another University constituent, or where the trustee’s participation might cause a legal privilege to be in jeopardy.
Reimbursement of Trustee Expenses and Attendance at University Events

Trustees serve without compensation, but are entitled to reimbursement for reasonable expenses incurred while representing the University in an official capacity, in accordance with the policies of the University governing such expenses.

Reimbursement of trustee expenses is subject to approval by the Chair and the Secretary of the Board. Reimbursement of expenses incurred by the Chair is subject to approval by the Vice Chair and the Secretary of the Board.

From time to time, trustees may attend University events as part of the trustee’s duties and in an official capacity. Such events might include, without limitation, artistic performances, athletic competitions, speeches and other events for which there is ordinarily an attendance charge. Up to two tickets to such an event, without charge, may be provided by the University to a trustee. When attending such an event, the trustee is considered to be appearing in an official capacity and may be required to attend official functions or play an official role related thereto. Such tickets, and the reimbursement of reasonable expenses related to any such event, are considered “reimbursement of expenses” for purposes of the Oregon Government Ethics law.
PORTLAND STATE UNIVERSITY’S
Graduate School
of Education

Need
The PSU Graduate School of Education (GSE) is the largest school of education in the state of Oregon, preparing more than 550 teachers, principals and counselors each year for service throughout the state. The GSE is currently housed in the same building as the School of Business Administration and needs to find a new home when the business school is renovated and expanded next year, a project approved in the 2013 legislative session.

Without a permanent space, the GSE will have to lease space at a cost of $1.5 million per year, and retrofit temporary classrooms and offices. To avoid that ongoing expense, PSU proposes to repair, update and expand an aging PSU building that is in very poor condition (the Extended Studies Building) with the help of $14 million in Article XI-Q bonds and $3 million Article XI-G bonds. PSU will raise $5 million from other sources, including private donations, for the $20 million project.

Benefits
• This project, along with the Stott Educational Center and Viking Pavilion and the School of Business Administration, will invest $124 million into improving facilities at PSU during 2015-2017. This combination of state and private funding will create 1,700 family-wage construction jobs in downtown Portland and help create much needed new classroom space at PSU.

• The Legislature’s recent changes in PERS, reinvestment in K-12 and creation of the Network for Quality Teaching & Learning will help districts reduce class sizes and hire more teachers. This means an estimated 16,400 new teachers will be needed in Oregon classrooms over the next six years. A new permanent home for GSE will help meet that need and the Governor’s 40-40-20 goal.

• Renovating an existing building instead of leasing temporary space would save about $7 million in rent, relocation costs and lost philanthropic gifts for the GSE.

• A new Community Counseling Center (CCC) in the building will provide mental health services to over 1,100 people per year at a low-cost. The CCC will be staffed by graduate students studying to be counselors.

• The project will create long-term, centralized space for an essential educational program in the most cost-effective way possible. (Please see map.)
Project

The renovated GSE would add 38,000 square feet to the existing 30,000 square feet in the Extended Studies Building, which was originally built in two phases in 1957 and 1964 on the South Park Blocks. The project will:

- Make critical life safety improvements, including fixing deficient electric and fire suppression systems;
- Improve accessibility for students, staff and visitors with disabilities by adding an elevator to a three-story building that lacks one now;
- Address a significant amount of deferred maintenance in a 57-year-old building;
- Bring GSE programs that are now spread out in 14 buildings all over campus into one building;
- Create a one-stop student services center for advising and retention, collaborative study spaces for students, and a home for the GSE’s low-cost community counseling clinic.

GSE Impact in Oregon

- Most of the GSE’s 17,652 alumni work in Oregon.
- The GSE has trained nearly 2,000 new licensed teachers over the past seven years.
- 485 master’s degrees, 18 doctoral degrees and 63 graduate certificates were awarded in 2012-13.
- 86 percent of students surveyed for the last two years are employed in a field related to their degree.
- 91 percent of graduates in 2012 said they felt prepared in research-based practices and professional knowledge and skills.
- Research grants have doubled to $4.2 million over the past five years.
- GSE’s low-cost Community Counseling Center will be a mental health resource providing more than 3,000 sessions per year.
- GSE offers hundreds of professional development courses and 18 online programs for working professionals throughout the state.
- In 2012 alone, GSE alumni received the following awards:
  - Oregon High School Principal of the Year: Bryan Starr, Scio; Kevin Ricker, Centennial
  - Oregon Elementary Principal of the Year: Erika Guynes, Earl Boyles Elementary, David Douglas

Did you know?

Portland State University’s class of 2013 was the largest graduating class in Oregon’s history with a total of 6,180 students receiving degrees. With almost 30,000 enrolled, PSU has students from every state and 95 countries, but 82% of them come from Oregon. The majority of the in-state students started their college careers at community colleges and finished them at PSU.

All of the Graduate School of Education’s programs are nationally accredited by the associated professional organization, when accreditation is available. Fewer than half of the teacher education programs in Oregon and fewer than 70 percent nationwide hold national accreditation.
Vikings in the Legislature

Following the November elections, Oregon's state legislature saw a shift in the partisan split within the House of Representatives, as the Democrats gained four seats and a majority with 34 representatives to the 26 Republicans, breaking the even split of the 2011 session. The Senate, on the other hand, maintained its 16-14 split, continuing the Democratic majority.

Another constant in Salem was the presence of Portland State University Vikings holding elected office. Below you will find a list of legislative leadership in the Senate and House, as well as the senators and representatives who share PSU connections and were either re-elected or newly elected on November 4th.

For more information on our Vikings in the legislature, or to find your representative and senator, go here

PSU in the Oregon Senate

Senator President Pro Tempore Ginny Burdick
D - Portland, District 18
PSU Home District

Senator Rod Monroe
D - Portland, District 24
BS History, 1966
BS Elementary Education, 1968
MS Teaching, History 1969

Senator Richard Devlin
D - Tualatin, District 19
BS Administration of Justice, 1976

Senator Chip Shields
D - Portland, District 22
MSW Social Work, 2003

Senator Bruce Starr
R - Hillsboro, District 15
BS Political Science, 1991

Senators serve 4 year terms
15 seats were up for election
2013 Session = 16 Democrats/14 R publicans
2011 Session = 16 Democrats/14 Republicans
PSU in the Oregon House of Representatives

Representative Jeff Barker  
D - Aloha, District 28  
BS History, 1969

Representative Mitch Greenlick  
D - Portland, District 33  
Adjunct Professor, Sociology and Social Work

Representative Deborah Boone  
D - Cannon Beach, District 32  
BS Psychology, 1979  
BS Art and Painting, 1979

Representative Alissa Keny-Guyer  
D - Portland, District 46  
Former Oregon Solutions Program Manager

Representative Margaret Doherty  
D - Tigard, District 35  
BS Speech Communication, 1973

Representative Betty Komp  
D - Woodburn, District 22  
EdD Candidate, Continuing Administrator License

Representative Lew Frederick  
D - Portland, District 43  
PhD Candidate, Urban Affairs and Communication

Representative Carolyn Tomei  
D - Milwaukie, District 41  
BS Psychology, 1971  
MSW Social Work, 1973

Representative-Elect Joe Gallegos  
D - Hillsboro, District 30  
BS and MSW Social Work, 1972 and 1973

Representative-Elect Jennifer Williamson  
D - Portland, District 36  
PSU Home District  
Former PSU Staff member

Representative-Elect Chris Gorlek  
D - East Multnomah County, District 49  
PhD Urban & Public Affairs, 2004

Representatives serve 2 year terms  
All 60 seats up for election each cycle

2013 Session = 34 Democrats/25 Republicans  
2011 Session = 30 Democrats/33 R publicans