



OREGON STATE BOARD OF ARCHITECT EXAMINERS

AFFIRMATIVE ACTION PLAN

DIVERSITY, EQUITY, & INCLUSION PLAN

2025-2027

Oregon State Board of Architect Examiners

**Affirmative Action Plan
Diversity, Equity, and Inclusion Plan
2025-2027 Biennium**

Table of Contents

I.	Agency Mission and Objectives	2
II.	Agency Employee Information	3
III.	Diversity, Equity, and Inclusion (DEI) Policy Statement.....	3
	DEI WITH AN EXTERNAL FOCUS	4
a.	DIVERSITY	4
b.	EQUITY	4
c.	INCLUSION	4
IV.	Progress on 2023-2025 Diversity, Equity, and Inclusion Goals	5
V.	2025-2027 Diversity, Equity, and Inclusion Goals	5
VI.	Equal Opportunity and Affirmative Action Statement	6
VII.	Progress on 2023-2025 Affirmative Action Goals.....	7
VIII.	2025-2027 Affirmative Action Goals.....	7
IX.	Agency Organizational Chart	9
X.	Management - Leadership Evaluation.....	9
XI.	Workforce Representation as of June 2024	9
XII.	Promotions.....	10
XIII.	Discrimination and Harassment Free Workplace	10
XIV.	State and Federal Employment Law Documents.....	10
XV.	Complaint Options	11

Agency Overview

The Oregon State Board of Architect Examiners (OSBAE) was established in 1919 with the enactment of Chapter 671 of the Oregon Revised Statutes. OSBAE is a self-directed, semi-independent state agency that administers practice and title laws and rules which govern the practice of architecture in Oregon to assure that only qualified and registered individuals use the architect title and practice architecture. The Board consists of seven members: five architects and two public members. The Board's staff includes the executive director, investigator, fiscal analyst, and registration specialist. Legal services are provided by the Oregon Department of Justice.

I. Agency Mission and Objectives

The mission of the Oregon State Board of Architect Examiners is to protect the health, safety, and welfare of the public through the registration and regulation of the practice of architecture and provision of architectural services in Oregon.

In fulfilling its mission, the Board assures that only those persons possessing the required qualifications and level of competence to practice independently become registered as architects, only those who are registered with this Board use the architect title or provide architectural services as a firm in Oregon, and a minimum standard of conduct and competence is maintained by those who use the title or practice architecture in Oregon.

It is the intent of the Board to be proactive by requiring all applicants to be aware of the statutes and rules governing the practice of architecture and provision of architectural services, prior to registration, to ensure Oregon's residents receive competent architectural services.

Agency staff provide administrative, investigative, and financial services to the Board and assist applicants with the registration process.

The activities of OSBAE benefit two categories of people:

1. Regulation protects the consumers of services. The Board seeks to ensure that those who hire architects are not victimized by incompetent or dishonest individuals. The Board also works to ensure that those who offer architectural services in Oregon are registered as an Oregon architect.
2. Regulation protects the public at large. The primary responsibility of an architect is to design buildings that are safe, durable, and reasonably satisfy environmental standards. To accomplish this, the architect's design must satisfy the applicable requirements of law. It should be emphasized that the results of faulty design may

be injurious not only to the person who engages the architect, but also to third parties. In addition, the public has no assurance that those who practice architecture without an Oregon registration are competent to practice architecture in Oregon. This Board takes actions against such unregistered practice in an effort to protect the public's health, safety, and welfare.

OSBAE is an active member of the National Council of Architectural Registration Boards (NCARB), and the regional subdivision, the Western Council of Architectural Registration Boards (WCARB). Through these organizations, and in partnership with architect registration boards in other jurisdictions, OSBAE participates in the development of national standards for architect registration: The Architect Registration Examination (ARE), the Architectural Experience Program (AXP), and the accreditation of schools of architecture. OSBAE Board members and staff are actively involved with national committees, working to develop best practices for ensuring protection of the public, helping to minimize barriers to entry into the profession, and facilitating reciprocal registration between jurisdictions.

II. Agency Employee Information

Agency Executive Director
Elizabeth Boxall, (503) 763-0662 x 5
elizabeth.boxall@osbae.oregon.gov

Governor's Policy Advisor
Kelly Brooks, (971) 208-0684
kelly.s.brooks@oregon.gov

Agency's Affirmative Action & DEI Representative
Shelly Coffey, Fiscal Analyst
(503) 763-0662 x 4
shelly.coffey@osbae.oregon.gov

Lead for Contract Equity
Elizabeth Boxall, Executive Director
(503) 763-0662 x 5
elizabeth.boxall@osbae.oregon.gov

III. Diversity, Equity, and Inclusion (DEI) Policy Statement

The Oregon State Board of Architect Examiners serves all Oregon residents, and respects and is inclusive of the diversity among Oregonians. To carry out its mission, OSBAE supports initiatives and policies consistent with respect for diversity and inclusion.

OSBAE embraces its responsibility to all Oregonians including our veterans, regardless of gender, age, race, national origin, color, ethnicity, religion, physiological or psychological disability, or sexual orientation.

Only by embracing the variety of cultures embodied by Oregon's residents can OSBAE provide the best possible service to those residents and to the state of Oregon. OSBAE strives to enhance the lives of those living within its borders and will continue to improve as the agency moves forward.

DEI WITH AN EXTERNAL FOCUS

- Diversity - how are we ensuring that we're serving the diverse community?
- Equity - how are we prioritizing investments and strategies to eliminate barriers to access and reimagining systems to address past and eliminate future harm?
- Inclusion - how are we effectively engaging the diverse community in decision making?

a. DIVERSITY

How are we ensuring that we're serving the diverse community?

- Work with NOMA (National Organization of Minority Architects) to communicate with minority architects and to seek diversity in Board member appointments
- Outreach to all architecture students at Portland State University and the University of Oregon

b. EQUITY

How are we prioritizing investments and strategies to eliminate barriers to access and reimagining systems to address past and eliminate future harm?

- Board's DEI Committee is reviewing barriers to entry for registration, e.g., education requirements
- NCARB conducted a Baseline on Belonging study in partnership with NOMA to research barriers to licensing; as a result, changes are being made to the ARE, AXP, and education requirements; see [Baseline on Belonging | NCARB - National Council of Architectural Registration Boards](#)
- Participation in national and regional conferences where the organizations discuss ways to promote and attract diversity within the architecture profession

c. INCLUSION

How are we effectively engaging the diverse community in decision making?

- NOMA is on the stakeholder list for meeting notifications, rulemaking, board member recruitment, newsletters, etc.
- Board member is an active participant in NOMA, Portland Chapter
- NCARB is active with NOMA
- Restructuring the path to serve on NCARB's Board of Directors to allow for a more diverse board
- Goal to increase the diversity of Oregon's Board members

IV. Progress on 2023-2025 Diversity, Equity, and Inclusion Goals

- Diversity and inclusion are discussed at staff, Board, and NCARB meetings.
- Board documents and other written materials are gender neutral.
- Restrooms are designated for all genders.
- OSBAE's Affirmative Action Plan/DEI Policy Statements are provided during new Board member and employee orientations.
- A DEI Committee was recently developed and met to discuss how to reduce barriers to becoming an Architect in Oregon.
- In partnership with NCARB, the Board discussed potential enhancements to alternate pathways for registration.
- Conducted outreach presentations to students emerging from Portland State University and University of Oregon's architectural programs.
- Added the Western Region of the NOMA to the stakeholder list for meeting notifications, newsletters, and board member recruitment.
- Ensured all position descriptions contain statements of DEI expectations.
- The Executive Director works with the Governor's Office of Executive Appointments, NOMA, and the American Institute of Architects (AIA) during the Board member recruitment process, maintaining a commitment to diversify Board membership.
- Enhanced geographic representation of Board members.
- Removed age requirement for Emeritus/Emerita/Emerit registrations.
- Improved access to firm registrations by removing requirements related to ownership and eliminating a requirement for firm names to contain a version of the word "architect".

V. 2025-2027 Diversity, Equity, and Inclusion Goals

- Conduct outreach presentations at the University of Oregon and Portland State University with open invitations to all students interested in architecture.
- Continue discussions on potential alternate pathways for registration, in partnership with NCARB.

- Participation in national and regional conferences where the organizations discuss ways to promote and attract diversity within the architecture profession.
- When positions open, make concerted efforts to increase diversity among Board and staff members that reflects the demographics of Oregon's population.
- Leverage a statewide partnership with [Partners in Diversity](#) to post recruitment announcements for staff and Board seats when they become open.
- Continue to promote a positive, respectful workplace and encourage diversity throughout the agency.
- Ensure incorporation of affirmative action, diversity, equity, and inclusion responsibilities are included in all job descriptions of the agency.
- Distribute updated Affirmative Action Plan/DEI Plan to all staff and Board members.
- Discuss diversity, equity, and inclusion at staff, Board, and NCARB meetings.
- Continue providing training opportunities to staff and Board members regarding equal opportunity, affirmative action, and DEI.
- Work with the Governor's Office of Executive Appointments, the NOMA, and the AIA during the Board member recruitment process to diversify Board membership.
- Review Oregon's statutes and rules for registration as an architect to identify and remove any unnecessary barriers to entry in the profession.

VI. Equal Opportunity and Affirmative Action Statement

The Oregon State Board of Architect Examiners is committed to a policy and practice of Equal Employment Opportunity, i.e., a policy of non-discrimination at all levels and in all aspects of its operations. From recruitment through the end of the employment relationship, the Board respects its applicants and employees and does not discriminate based on race, religion, national origin, age, gender, sexual orientation, marital status, disability, veterans' status, or any other factor not related to job performance.

Affirmative Action provides active, positive steps for eliminating the intended or unintended effects of past and present discrimination in the workplace. The Board's affirmative action policy is to develop and maintain a workforce that reflects the demographics of Oregon, encourage career development and employee advancement, and provide employees with the tools necessary to serve a more diverse customer base. The Board will not knowingly conduct business with any bidder, contractor, subcontractor, or supplier of materials who discriminates against members of any protected class.

The Board is committed to Oregon's public policy that “all branches of State government shall be leaders” in affirmative action. The Board actively supports recruitment and career development to achieve these goals.

Each Board employee is expected to promote a work climate reflecting respect, care, and concern for every individual and to maintain a harassment-free environment. All employees are expected to work together to eliminate and prevent discrimination.

Individuals who believe they might have been discriminated against may file a complaint with the Executive Director. All complaints will be investigated, and corrective action will be taken when appropriate. An individual with a complaint against the Executive Director may file a complaint with the Board Chair or the Oregon Department of Administrative Services (DAS).

VII. Progress on 2023-2025 Affirmative Action Goals

- OSBAE’s Affirmative Action Plan was distributed to all staff and Board members. Each OSBAE employee is expected to promote a work climate reflecting respect, care, and concern for every individual to maintain a harassment-free environment.
- Employees and Board members work together to eliminate and prevent discrimination.
- OSBAE’s Affirmative Action Plan is posted on OSBAE’s website.
- Training opportunities are given to staff regarding equal opportunity, affirmative action, and diversity.
- Oregon Department of Justice Public Law Training opportunities are available to all employees.
- OSBAE’s Affirmative Action Plan/DEI Policy Statement is reviewed during new Board member and employee orientations.
- The Executive Director ensures the agency has fulfilled the Affirmative Action responsibilities by attending or requiring the Affirmative Action Representative to attend all Office of Cultural Change and Governor’s Office meetings.
- The Executive Director provides ongoing leadership in implementing the agency’s Affirmative Action Plan.

VIII. 2025-2027 Affirmative Action Goals

Recruitment, Selection, and Retention

OSBAE is committed to Oregon's public policy that “all branches of State government shall be leaders” of affirmative action. OSBAE actively supports recruitment and career development to achieve these goals.

OSBAE contracts with the DAS, Chief Human Resources Office, for recruiting office personnel. Their recruitment and position management team provides assistance in recruiting a skilled, diverse work force and works to increase the diversity of the recruitment pool. The Board also adopts the State of Oregon, DAS' position classification and compensation schedule and the corresponding state merit pay system. The adopted compensation schedule governs the establishment of the base salary of newly hired employees, employees returning to state service after separation in good standing and after authorized leave of absence, and provides salary adjustments for merit pay awards and in-service movement (e.g. promotions/demotions). The Board follows the state's compensation system for customary salary increases.

It is OSBAE's policy to regularly review and evaluate the performance of each employee. Performance reviews are intended to provide an opportunity for the employee and the employee's supervisor to discuss the employee's performance and progress during the past review period, and then establish new performance goals for the next review period.

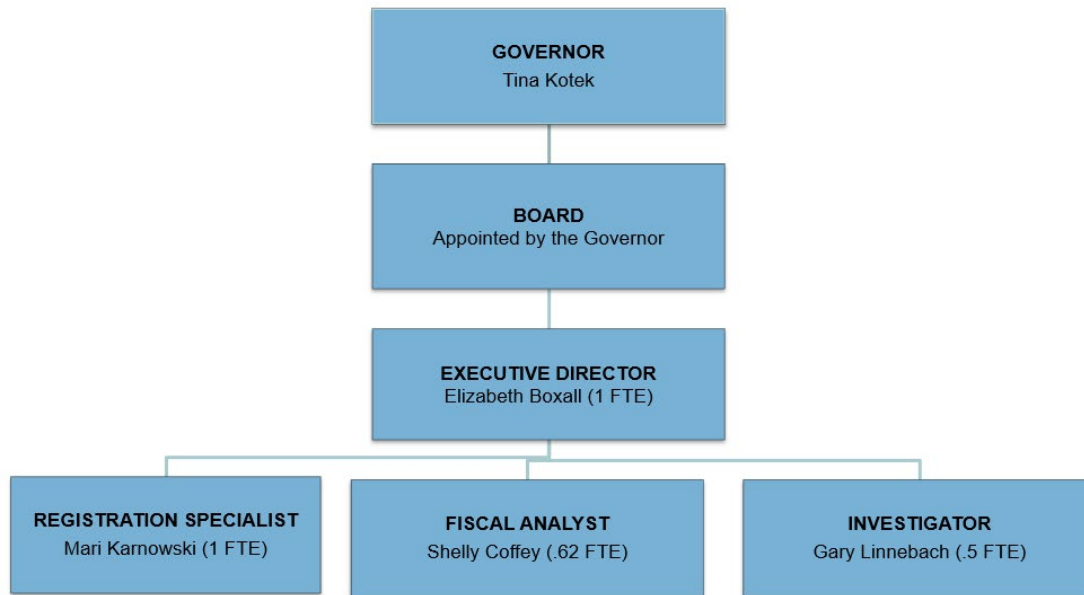
The Executive Director's performance is reviewed and evaluated by the Board, through the Board Chair. All other Board staff's performance is reviewed and evaluated by the Executive Director.

New employees are provided with the Board's Policy Manual. Employees are encouraged to review and discuss questions or concerns with the Executive Director.

Employee and Community Engagement

- Increase diversity among staff members that reflects the demographics of Oregon's population.
- Continue to promote a positive, respectful workplace and encourage diversity throughout the agency.
- Ensure incorporation of affirmative action, diversity, equity, and inclusion responsibilities are included in all job descriptions of the agency.
- Distribute updated Affirmative Action Plan/DEI Plan to all staff and Board members.
- Continue providing training opportunities to staff and Board members regarding equal opportunity, affirmative action, and diversity.

IX. Agency Organizational Chart



X. Management - Leadership Evaluation

OSBAE is committed to a discrimination, harassment, and intimidation free work environment. DEI and Affirmative Action goals are shared with Board members and all employees. The Executive Director provides leadership for OSBAE on DEI and affirmative action activities. It is the responsibility of the Executive Director to ensure pertinent federal and state laws, rules, regulations, and executive orders are met. The Board's Fiscal Analyst serves as the Affirmative Action & DEI Representative and is responsible for working with the Executive Director to ensure OSBAE's Affirmation Action policies are maintained, attending training to provide information and updates on current affirmative action laws.

XI. Workforce Representation as of June 2024

OSBAE continues its efforts to maintain workplace diversity. As of June 2024, the Board had 4 employees and 7 Board members.

Group – 11 total

People of Color	1
LGBTQ+	1
People with Reported Disabilities	0
Veterans	0
Women	7

XII. Promotions

No promotions were made during the past year. OSBAE has less than 4 full-time equivalent positions with a low turnover rate which minimizes promotional opportunities available.

XIII. Discrimination and Harassment Free Workplace

OSBAE is committed to a discrimination, harassment, and intimidation free work environment. This applies to all employees, including limited duration and temporary employees, board members, elected officials, volunteers, interns, others working in the agency, and prospective employees.

XIV. State and Federal Employment Law Documents

All state and federal law documents are accessible to all employees and partners. They are referenced in OSBAE's Policy Manual and employees and partners can access them by visiting the websites of www.oregon.gov and www.eeoc.gov.

STATE POLICIES:

[DAS Policy 60.000.15 – Family and Medical Leave](#)

[DAS Policy 50.020.10 - ADA and Reasonable Accommodation in Employment](#)

[DAS Policy 50.010.01 – Discrimination and Harassment Free Workplace](#)

FEDERAL POLICIES:

[Federal Family and Medical Leave Act](#)

[Age Discrimination in Employment Act of 1967 \(ADEA\)](#)

[Disability Discrimination Title 1 of the Americans with Disability Act of 1990](#)

[Equal Pay Act of 1963](#)

[Title VII of the Civil Rights Act of 1964](#)

[Title II of the Genetic Information Nondiscrimination Act of 2008 \(GINA\)](#)

[Pregnancy Discrimination](#)

[Race & Color Discrimination](#)

[Religious Discrimination](#)

Retaliation

Sex-Based Discrimination

Sexual Harassment

XV. Complaint Options

OSBAE is committed to a discrimination, harassment, and intimidation free work environment. OSBAE's policy outlines types of prohibited conduct and procedures for reporting and investigating prohibited conduct. The policy applies to all employees, including limited duration and temporary employees, board members, elected officials, volunteer, interns, others working in the agency, and prospective employees.

Anyone who is subject to or aware of what they believe to be discrimination, workplace harassment, workplace intimidation, sexual harassment, sexual assault, or related employment or settlement agreements containing prohibited provisions should report that behavior to the designated individual or alternate.

Those individuals making a report of what they believe to be discrimination, workplace harassment, workplace intimidation, sexual harassment or sexual assault may also report that behavior to the Board Chair, or the DAS Chief Human Resources Office.

A report of discrimination, workplace harassment, sexual harassment, workplace intimidation, or sexual assault is considered a complaint. Any employee or Board member receiving a complaint should promptly notify the agency's designated individual or alternate.

Upon receipt of a report of prohibited discrimination, workplace harassment, sexual harassment, workplace intimidation, or sexual assault, the designated individual or alternate shall provide a copy of OSBAE's policy to the employee. The designated individual and alternate shall maintain appropriate records of all complaints.

- a. A complaint may be made orally or in writing.
- b. An oral or written complaint should contain all the following:
 - A. The name of the complainant and the name of the person that was subjected to the discrimination, workplace harassment, sexual harassment, workplace intimidation, or sexual assault if they are not the same person.
 - B. The names of all parties involved, including witnesses.
 - C. A specific and detailed description of the conduct or action the employee believes constitutes discrimination, workplace harassment, sexual harassment, workplace intimidation, or sexual assault.
 - D. The date or time period in which the alleged conduct occurred.
 - E. A description of the desired remedy.

- c. A report should be made to the designated individual within five (5) years of the occurrence; however, failure to report within five years does not remove the agency's responsibility for coordinating and conducting an investigation.

Other Reporting Options

- a. OSBAE's policy does not prevent any person from filing a formal complaint with the Bureau of Labor and Industries (BOLI) or the Equal Employment Opportunity Commission (EEOC); or if applicable, the U.S. Department of Labor (USDOL) Civil Rights Center.
- b. A complaint filed with BOLI alleging an unlawful employment practice as described in ORS 659A.030, 659A.082 to 659A.865, 659A.112 or section 2 of SB726 (2019) must be filed no later than five years after the occurrence of the alleged unlawful employment practice.
- c. OSBAE's policy does not prevent any person from seeking remedy under any other available law, whether civil or criminal.
- d. An employee or claimant must provide advance notice of claim against the employer as required by ORS 30.275.

Investigation

The agency designated individual, or alternate will notify the Board Chair, or the DAS Chief Human Resources Office, as applicable, to coordinate and conduct, or delegate responsibility for coordinating and conducting, an investigation.

- a. All complaints will be taken seriously, and an investigation will be initiated as quickly as possible.
- b. The agency may need to take steps to ensure employees are protected from further potential discrimination or harassment.
- c. To the extent possible, the agency will handle complaints in a discreet and confidential manner.
- d. All parties are expected to cooperate with the investigation and keep information regarding the investigation confidential.
- e. The agency will notify the accused and all witnesses that retaliating against a person for making a report of discrimination, workplace harassment, sexual harassment, workplace intimidation or sexual assault will not be tolerated.
- f. The agency will notify the complainant and the accused when the investigation is concluded.
- g. Immediate and appropriate action will be taken if a complaint is substantiated.
- h. The agency will inform the complainant if any part of a complaint is substantiated, and action has been taken. The complainant will not be given the specifics of the action.

- i. The complainant and the accused will be notified by the agency if a complaint is not substantiated.
- j. Unless the victim has signed a waiver of the employer's responsibility to conduct follow up contacts with the victim, the employer shall follow up with the victim of the alleged workplace harassment once every three months for the calendar year following the date on which the employer received a report of workplace harassment to determine whether the alleged harassment has stopped or if the victim has experienced retaliation.

Documentation

- a. Any of the individuals or entities outlined under Other Reporting Options that receive reports of discrimination, workplace harassment, workplace intimidation, sexual harassment, sexual assault, or related employment or settlement agreements containing prohibited provisions must document such reports.
- b. Any supervisor, manager or employee who observes or experiences what they believe to be incidents of discrimination, workplace harassment, workplace intimidation, sexual harassment, or sexual assault should also document such incidents.
- c. The agency must maintain records of workplace harassment including:
 - The date of the incident.
 - The date the complaint was received by the designated individual or alternate.
 - The dates the investigation was started and closed.
 - The investigation report.
 - The outcome of the investigation and any actions taken by the agency.
 - The dates the agency followed up with the victim, or a signed waiver of the employer's responsibility to conduct follow up contacts with the victim.

Elizabeth Boxall, Executive Director
Oregon State Board of Architect Examiners
elizabeth.boxall@osbae.oregon.gov
503-763-0662 x 5

August xx, 2024
Date