# President’s Cabinet

**Portland Community College**  
**President’s Cabinet**

October 25th, 2017  
Conference Room 233B  
8:30AM – 11:30 AM

## Notes

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Presenters</th>
<th>Strategic Theme</th>
<th>Action</th>
<th>Requested by</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am</td>
<td>Continental Breakfast</td>
<td>Present Sylvia Kelley, Eric Blumenthal, Lisa Bledsoe, Michael Northover, Karin Edwards, Marc Goldberg, Rob Steinmetz, Lisa Avery, Jessica Howard, Rob Wagner, Traci Fordham, Ryan Aiello</td>
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**Standing Items**

8:30 am Sylvia’s Updates  
Sylvia

Cabinet Topics/Issues

- Agreed to cancel Nov 22nd cabinet meeting
- Format for students attending cabinet
  - Present their goals
  - Talk about their experiences, keep informal

8:50 am Internal Communications

- Traci showed the internal communications web page and solicited feedback

9:00 am Budget

- Travel process - Eric
  - Travel analysis, expenditures from General Fund: $860 -1.1M
  - Come out of individual org
  - Overnight is 60%, 40% Mileage
  - ATD paid out of the contingency fund $18,000 – (follow through)
  - Personnel is the biggest cost
  - How do we achieve professional development without staff not getting sufficient training
  - Action: Eric will do a spreadsheet, discuss major national conferences

- Lapsed salary process – Lisa and Eric
  - How are we identifying the savings, what is the process to capture the savings.
  - Which positions have been identified and captured?
  - Savings accrue to the org, capture the savings for the months that we are holding the position
  - Average of how many positions have become vacant, then get an average salary for a ball park figure
  - Review the master list again, at least one hour – (follow through)

9:30 am YESS Update - Katy Ho & Rob
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- Data and technology, targeting what the needs are to move that up the scale given budget constraints
- Get an innovative communication plan – high level, will need cabinet’s support to identify the strategic trajectory
- Meet to discuss how this relates to Guided Pathways
- Next steps, coaches prepare a report to Mark, including observations and thinking around where we need work, do ‘the world café’ type discussions
- Put a list together of good representation for the Dreamer Conference

Exception Requests

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<thead>
<tr>
<th>Time</th>
<th>Position Title</th>
<th>Requested by</th>
<th>Position Type</th>
<th>Pos #</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:45</td>
<td>Academic Advising Coordinator</td>
<td>Lisa Avery</td>
<td>Existing Vacant</td>
<td>996218</td>
<td>Approved</td>
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<tr>
<td>9:55</td>
<td>Multimedia &amp; Video Specialist</td>
<td>Michael Northover</td>
<td>Other</td>
<td>995222</td>
<td>Approved</td>
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<tr>
<td>10:05</td>
<td>IAA3 RC Arts &amp; English</td>
<td>Sandra Fowler-Hill</td>
<td>Existing Vacant</td>
<td>999396</td>
<td>Approved</td>
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<tr>
<td>10:15</td>
<td>Instructional Tech IV - RC Diesel Dept</td>
<td>Sandra Fowler-Hill</td>
<td>Existing Vacant</td>
<td>999244</td>
<td>Approved</td>
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<td>10:25</td>
<td>FT Faculty - RC Aviation Science</td>
<td>Sandra Fowler-Hill</td>
<td>Existing Vacant</td>
<td>996252</td>
<td>Pending</td>
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Policy

10:35 am Return to Work – Worker’s Comp: Rob Gabris
  All Approved

Updates

10:45 am Notes Review                              Tia                   Think Accountable   Yes
10:50 am Round Table                              Michael              NWACC conference 25 CIO’s
                                                     Discussion around funding, continue with the leadership program, local conference, a lot of networking
Karin – meeting with U of P to talk about increasing the diversity of their student body
Mark is speaking at OAME
Jessica – Campus mourning the loss of student, employee and outstanding member of their community
Lisa Avery – The Bridge has been very thorough with their investigations, students are requesting reports, national article negative for Newberg Center, extended an offer to a DOI candidate.
Eric – auditors have left, it was successful with no major issues. US communities, recognized with an award
Rob S
- Going to the campuses every month, meeting with everyone in small groups, long term looking at a small reorg
  - SEM retreat Nov 6 & 7 small groups, maybe DOI and DOS attend
    - Large scale initiatives
    - Identify issues, best practices
Marc –
- Hosted the NSATC conference, keynotes from Boeing and Vigor, Marc has been elected to the Board
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- Bonamici – Partners promote registered apprenticeship, SNAP 50/50 leading the pack group from Kentucky, learn more about our initiatives

Lisa – Finalists for Director of Organizational Development

Rob W – Scholarship reception Friday afternoon, everyone is invited. Has been approached to seek appointment for Senator Devlin’s place who is being appointed to the Northwest Power and Conservation Council. The appointment would be a 4 year term, Rob will need to reevaluate his position at PCC.

Sylvia – Newberg roof hasn’t failed despite on-going rumors

Adjourn
11:15 am