President’s Cabinet
Wednesday, January 24th, 2018
Conference Room 233B
8:30AM – 11:30 AM

Notes

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Presenters</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Strategic Theme</td>
<td>Action</td>
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<tr>
<td></td>
<td>Attendees</td>
<td>Sylvia Kelley, Jim Langstraat, Michael Northover, Jessica Howard, Marc Goldberg, Katy Ho, Rob Steinmetz, Traci Fordham, Kim Baker Flowers, Lisa Bledsoe, Eric Blumenthal, Karin Edwards, Karen Paez, and joining at 10:00 Mark Mitsui</td>
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**Standing Items**

**President Updates**
- Work Plan
  - Feedback from cabinet has been implemented, data update, corrections in process/recently completed.
  - There are remaining concerns re: timeline.
- Government Shutdown – We have time to craft response.

**EVP Updates**
- Multiple positions in advancement, marketing, communications will be advertised. Several positions are vacant/transiting/being tweaked and official communication of re-orgs including updated org charts and implementation dates are in the immediate works. Announcement of start date for org chart changes/new direct reports to VPAA also imminent.
- Board of director’s retreat is Thursday/Friday. Thursday is Kathy Obear, dual credit Friday. MeeSeon is contact/staffing.
  - Mark plans to discuss potential Panther Promise (similar to NW Promise.) Katy and Kendra will also attend dual credit portion and plan to inform re: expected challenges, anticipated costs, complexity concerns, issues, resources needed prior to expanding program.
- District offices are a bit behind to due staff illnesses and an unanticipated death of a staff member’s family member.

**Equity and Diversity**
- Consensual Relationship Policy
  - Cabinet has given go ahead for policy development/revisions defining and strengthening language.
- First Amendment Statement
  - Institutional statement (vetted by Miller Nash) that explains our overall approach of meeting speech with speech.
  - This is part of the community care plan. Desire that it’s clarified as to how it’s related to and/or distinct from acceptable use policy and academic freedom (Katy has volunteered to consult.)
  - Is it intentional that free speech was not referenced?
  - Can we add reference to maintaining a safe and secure environment? Existing policy that includes that language?
  - Next steps and roll out yet to be defined by Mark. (Any changes routed back through Miller Nash.)
- Community Care Plan
  - Plan for what we will do if/when PCC experiences a DEI related crisis/incident.
  - Provide feedback to Kim in next two weeks, editable draft is posted in cabinet folder under today’s date.
    - Concerns exist over “Center directors” in response team and who that is intended to refer to.
    - An initial “inform cabinet” step (perhaps concurrent with item 2) needs to be added.
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- Civil disobedience needs to be defined and is especially difficult to prohibit during work time for faculty.
- How is prohibiting civil disobedience different from prohibiting disruption of work?
- Kim will provide DEI incident flow charts and detailed examples to conduct one hour long table top exercise at cabinet in next 2 weeks. (Invite Derrick Foxworth and Kate Chester for exercise.)
- Responding to Racist messages on campus (Jamie Washington presentation yesterday)
  - We should ask how our organization currently “shows up” re: race and who is impacted?
  - Internally people of color still feel unsafe to express opinions opposed to dominant culture.
  - Maybe our external view is better, seen as a threat to dominant culture externally?

Enrollment
- Student Affairs Organizational Enhancement Changes announced, new org chart draft presented.
- Employees potentially impacted by changes will be talked to next week, officially announcements early/mid February.

Grants Approval:
- HECC Future Connect Grant – approved to move forward.

Old Business
(Tia pulls unfinished business from prior agendas/notes and adds as possible.)

Immigration Enforcement Documents
- These were originally developed by Jim Perez and some of Sandra’s staff. Rob sent out a version early in his tenure. Closure is requested, documents be revisited/updated (Rob, Traci and Sandra’s designees.)

New Business
- Dean’s Discussion Budget Report Out (Kurt Simonds, Jen Piper, Cheryl Scott, Lorraine Schmidt)
  - Charged with making specific recommendations for $1.48 million in campus budget reductions.
  - Considerations: equity, transparency, alignment, CRT, student impact, plan for both this biennium and next.
  - 3 options this biennium:
    1. Reductions from each campus budget – 1.2%.
    2. Reductions from SY & CA only – 2%.
    3. Reductions from SY & CA only – 2.5%, redist.to SE and right size fringe (big RC issue.)
      - Option 3 recommended, details presented. (Savings identified have not yet been swept.) Anticipated future needs/unmet needs at campuses were noted, such as RC PT faculty funding.
      - Option 3 was approved by Mark (executive decision w/input.) Follow up steps will be put into place.
      - Please note that the budget cuts approved reflects cutting more than was asked of the group and the full additional amount would go to SE for their part-time budget. RC is not getting any of that as per the agreement in the Deans group
      - The surplus savings from CA and SY go to support PT instruction at SE only. The "right sizing" of fringe benefits applies to all campuses, aligning fringe budgets with actual fringe costs per campus, with both RC and CA getting some budget augmentation, SY perhaps some additional reduction, and SE impact unknown
  - Longer term:
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- Make efforts to document, apply lessons learned to future work and non-campus based cost centers?
- Continue to explore ways to save money w/o impacting staffing.
- Further integrate operational planning with bond construction, formation of bond advisory group in process.
  - Group’s work commended, trust established, collaboration efforts are a milestone step forward.
  - All acknowledge there is more work to be done and subsequent meetings/conversations will be had.

**Exception Requests**

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<tr>
<th>Exception Requests</th>
<th>Position Title</th>
<th>Requested by</th>
<th>Position Type</th>
<th>Pos #</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodian – SY</td>
<td>(*Sq footage of area is a</td>
<td>Langstraat</td>
<td>Existing Vacant</td>
<td>995390</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>consideration in custodial</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custodian – SY</td>
<td>required staffing levels.)</td>
<td>Langstraat</td>
<td>Existing Vacant</td>
<td>999274</td>
<td>Yes</td>
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<tr>
<td>FOMS II</td>
<td></td>
<td>Langstraat</td>
<td>Existing Vacant</td>
<td>995322</td>
<td>Yes</td>
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<tr>
<td>Financial Aid Tech</td>
<td></td>
<td>Steinmetz</td>
<td>Existing Vacant</td>
<td>997930</td>
<td>Yes</td>
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<tr>
<td>Intl Student Services Asst Dir</td>
<td>(housed at RC)</td>
<td>Steinmetz</td>
<td>Existing Vacant</td>
<td>996479</td>
<td>Yes</td>
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<tr>
<td>Instructional Support Tech II</td>
<td></td>
<td>Howard</td>
<td>Existing Vacant</td>
<td>997465</td>
<td>Yes</td>
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*We will continue to review positions (for now) as the process is a control measure that causes critical thinking around hiring. Voices of dissention, if any, and informing will be main concern, versus formal voting. Since exception requests should have been well vetted before getting to cabinet, we will spend a max. of 10 min. on any agenda for all positions under consideration regardless of number of exception requests.*

**Campus Host Schedule** has been distributed by Tia, sites should identify areas of special interest appreciating cabinet visitation and have assigned EA/Host inform Tia. This activity will be allotted a maximum of 15 minutes (including travel) on agenda. Eventually additional centers could be considered for this rotation if feasible.

**Notes Review** – Prior notes were circulated in advance by Tia. They will be considered approved unless she hears feedback in the next 2 days.