Portland Community College

President’s Cabinet

Wednesday | March 6th | 2019
Sylvania Campus | CC Building Conference Room 233A
8:30 AM - 12:00 PM

NOTES

Attendees: Eric Blumenthal, Cheryl Scott - proxy for Chris Villa, Jennifer de Laix - proxy for Lisa Bledsoe, Traci Fordham via bridge line, Katy Ho, Rob Steinmetz, Tricia Brand, Karin Edwards, Dina Farrell, Marc Goldberg, Lisa Avery

8:30 am - Opening remarks, Eric Blumenthal

Student Leader Updates:

- **Nishant Shesthra - Sylvania**
  - Student leaders meeting in Salem today, having meetings with the Bond about the ST Building, who are the stakeholders, reached out to ASPCC stakeholder meetings starting with students about what they would like to see in the building
  - Survey about International Student experience
  - Snuggle Bunnies on campus on Thursday
  - Listening session about Food Services will be scheduled

- **Teri Fane - Cascade**

  **DSC:**
  - We have voted to restructure for next year. Programmers will be replaced with Sustainability/Equity member.
  - Applications have opened for DSC Chair and Chief of Staff positions, they will close April 12th
  - Beach Clean-Up was this past Saturday. Students went to Cannon Beach to clean-up trash and had a fun day at the beach

- **Cascade**
  - Black Student Union closed out their Black History film festival. They unfortunately had to cancel the Black vendors fair, due to a snow day. But they will try do di it in the Spring
  - We are in the midst of celebrating Woman's Week. There was a Xicana Feminism Workshop, and Japanese Girls festival earlier this week. Tonight there will be a Native Fashion show.
  - We are preparing for no stress week, next week!
  - Last week some students traveled to Seattle for Washington Oregon Sustainability in Higher Education Conference. They presented about equity in sustainability and about student lead initiatives here at PCC

- **Mohamad Abdul Karim - (not present)**
  - DSC Awarded 10k from the DSC Social Funds to 7 projects around the district. 21 Applications received with over $44K requested.
  - DSC is working on the membership structure as well as changing the mission statement and the constitution.
  - DSC move forward with the Plastic bottle ban initiative. So far, over 200 signatures received.
  - DSC is Hiring for DSC Chair & DSC Chief of Staff. Applications opened March 4th and will close April 14.
  - OER Ed week- DSC is hosting OER events around the district as well as running a social media campaign.
  - Beach clean-up - Last Saturday, March 2nd, the DSC Programming board hosted a Beach Cleanup with collaboration with PlasticSolve. Over 100 people attended.

9:20 am Break
9:30 am - District Budget Reductions continued, Eric Blumenthal and Dina Farrell
- 3% Reductions - Still down by $460,000, not in campus areas.
- Academic & Student Affairs: YESS funds roll into next year, we may be able to contribute funds that are left over this year
- DEI may be able to contribute depending on trainings, dedicated dollars in salary and part-time savings
- BAR forms for savings that were identified as fund balances for FY19 need to be done by March 31st
- We will be cutting into our fund balance for contingencies but it will not be in excess of our 9% to ensure we will have enough going into negotiations. Concerns about enrollment being down 11% at the start of the winter
- If we need additional reductions due to low enrollment, we need to start forecasting and messaging out

Overview
- Human Resources is not able to issue any layoff notices until they meet with the Federation next Wednesday, some need to go out as early as next week. Needs to happen on the same day, please coordinate
- Full time faculty already notified
- Reassignment notification will go out end of the term
- Conversations with employees happen on March 15th

Rationale of position reductions by campus
- Overview from each cabinet member regarding rationale of position reductions, including the positions being cut, vacancies not being filled and temporary incumbent positions

11:00 am - Academic Affairs Update, Katy Ho
- NWCCU Academy for Retention, Completion, and Student Success -
  - Accrediting body testing the waters for an academy for retention of student success, new president has been there for a year.
  - They would like to get a cohort of 20 institutions to capture best practices for student retention and completion, cost to participate. Peer group facilitated by NWCCU, need to leverage ATD - may not be a wise investment of funds and time.
  - A new pivot - going away from core themes may no longer be our road map; retention, completion and student success become our new core themes. They will vote on changes in June so there may be new standards starting in the fall and we will have to realign our core themes.
  - Mission fulfillment fellowship - how we define our success measures and looking at student outcomes, nominated two people to participate Jamie Kristen and Kendra Cawley
  - Attending the NWCCU 2020 annual conference, important to have a voice there, focus on who attends.
- Perkins Plans
  - SY found funds to shift to Perkins
- Block hire in progress

11:50 am - Grant Approval, Eric Blumenthal Cabinet liaison
- Metro RTO grant postponed till Friday

Action Items:
- Send a detailed list of positions to Eric, he will create a master list for Cheryl Belt
- Create a list of reductions to look at disproportionate impact and then add vacant positions onto that, analysis important for reference. Cheryl will start the talking points for Cabinet members, March 21st
- Mark will update Board
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- Review timeline with DOIs and DOSs
- HR will make available any resources they share with managers to Cabinet

12:00 pm  Adjourn