

Portland Community College
President's Cabinet

September 27, 2017
Conference Room B
8:30 AM – 11:30 AM

Notes

Budget Meeting

Sylvia and Cabinet

8:30am Present: Sylvia Kelley, Marc Goldberg, Lisa Bledsoe, Eric Blumenthal, Katy Ho, Karin Edwards, Sandra Fowler-Hill, Jessica Howard, Lisa Avery, Michael Northover, Rob Steinmetz, Rob Wagner, **Call-in:** Traci Fordham and Kimberley Baker-Flowers

Welcoming Remarks

Budget Process:

- Identified salary savings by placing a temporary hold on positions
- Reviewed lists for any errors, designated holds and exceptional requests, (there are still a few positions left to discuss on the last page)
- Review of faculty hiring, role of DOI's.

Katy's Update:

- Katy will share a document that she and the DOI's used to make recommendations about how to move forward with the vacant faculty positions (block hire).
- Recommendations for all positions fell into one of three categories:
 1. Fill with Full-Time
 2. Fill with One-Year Temp in AY 18-19,
 3. Use part-time faculty to cover sections.
- The DOI group went through all the positions to assign one of the three categories to each position.
- It was also agreed with the DOI group that Nursing and Dental positions would be kept rolling for full-time hires as these are hard to fill and there is a shortage.
- We agreed that the recommendations from the DOI group made sense and agreed to support the three categories.
- The positions at each campus that were recommended to proceed with block hire.
 - CA: Professional Music/Sonic Arts, Welding, Criminal Justice
 - RC: Think Big, Vet Tech
 - SE: MSD, WR
 - SY: EET, CIS

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UPDATE after talking with the DOIs.

- It was suggested that after the general college message, they have some time to speak with their Div Deans/faculty. Then Katy's office would coordinate a message with DOIs and HR about Block Hire. This would align with past practice.

Campus communication:

- Email to announce on hiring going out Wednesday after Cabinet, limited block hires are moving forward, more communication to come

Exception Criteria agreed by Cabinet:

- If this position is not filled, explain how it will significantly impact essential operations?
- Are there others who do this work and could it be consolidated, or accomplished in a different way (ex., casual or part-time)
- If this position is necessary for safety, compliance, health or other legal reasons please provide exact details.
- In what ways does/will this position enhance PCC's diversity, equity and inclusion efforts for students, faculty or staff?
- Will this position generate revenue or FTE or lower costs, and to what degree? Provide details.
- How does this position impact equitable student success? (Recognizing that all PCC positions in some way are related, please be very specific.)
- Is there any relevant information not addressed in the above questions?

It was suggested that Cabinet be the deciding body for transparency. Over the next three months they will practice the process, then revisit standing agenda items. Clarify PRC process and where the paperwork goes. **Approved.**

Eric, Lisa and Tia will combine notes and Eric will come up with the savings met in today's meeting.

This exception process agreed by cabinet will be discussed with president, also discussed was:

- 3 months means a hold on everything for three months, then begin process.
- Go through positions as they open up – standing item on agenda
- Frozen until you go through the exception process
- If a search fails, we won't lose the position
- Recruitment list – intent is to get them all filled then it moves to the hold list

Adjourn 11:00 am