

Portland Community College  
**President's Cabinet**

October 11th  
 Conference Room B  
 8:30 – 11:30 AM  
**Notes**

Time	Topic	Presenters	Strategic Theme	Action	Requested by
8:00 am	Continental Breakfast  Present: Mark Mitsui, Sylvia Kelley, Eric Blumenthal, Traci Fordham, Kimberly Baker-Flowers, Karin Edwards, Lisa Bledsoe, Rob Steinmetz, Katy Ho, Lisa Avery, Rob Wagner, Marc Goldberg, Michael Northover, Sandra Fowler-Hill, Jim Langstraat, Jessica Howard				
<b>Standing Items</b>					
8:30 am	President's Updates <ul style="list-style-type: none"> <li>• Board of Directors - <ul style="list-style-type: none"> <li>◦ Mark reviewed the agenda for the October 19<sup>th</sup> Board meeting</li> </ul> </li> <li>• OPC <ul style="list-style-type: none"> <li>◦ Approved Integration of Federal Benefits Strategic Fund</li> <li>◦ Kudos to Kate Kinder</li> <li>◦ Taking SNAP 50/50 statewide</li> </ul> </li> <li>• PCC Awarded the Second Nature Climate Leadership Award, Briar Schoon Sustainability Manager. Will be attending the Boston Recognition ceremony for Sustainability – Planet Leadership Award</li> <li>• Will be on a panel at the Second Nature Climate conference in Germany and while there will visit Germany vocational education training facilities – talk about apprenticeships and what companies are looking for</li> <li>• Cabinet Schedule - Jeannie <ul style="list-style-type: none"> <li>◦ Week 1, 3 &amp; 4 engaging with policy proposals and approvals, send to Tracy Walstead, she will get anything policy related scheduled. Mark and Sylvia will determine dates for the presentations.</li> <li>◦ Week 2 – no policy, standing agenda items and presentations</li> <li>◦ Block Hire/Vacant Faculty Positions sheet will be added to drive</li> </ul> </li> </ul>				
8:50 am	Equity and Diversity - Kim  All User bathroom started at SE Pilot campus <ul style="list-style-type: none"> <li>• Trying to do an appeal with the city of Portland, Emma has been trying to push to get a response, final appeal is in Eudaley's office. Nick Fish wrote a response in favor</li> <li>• Appeal for each campus is \$495, cost at SE \$1000.00, budget costs includes hinges, sweeps and signage; minimal cost</li> <li>• Motion to move forward with pilot bathrooms at Cascade &amp; Sylvania campus</li> <li>• Consensus reached by all</li> <li>• Promote inclusively , Kim will share materials with Cabinet on drive</li> </ul>				

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9:00 am Enrollment – Rob Steinmetz

- Enrollment down 2% attribute to actions that the Step workgroup worked through Step initiative
- 1<sup>st</sup> Strategic Enrollment Management meeting
  - Concerned about large scale change and how they will fund their decisions
  - November 6 & 7 retreat, have a plan to begin implementation
  - Would like cabinets support and help to move forward.
- SEM is looking at:
  - Enrollment calendar
  - Communications & Services offered
  - Course availability, planning process
  - Advising Redesign
  - Prospect Management
  - Orientation
  - Process Mapping
  - Dual Credit

9:10 am YESS – Katy

- Firm deadline on filling out the ICAT survey by October 19, will send reminder
- Positive comments, a few that are writing it off as invalid
- Will be folding in SEM in relation to YESS
- Coordinated schedules for coaches at campuses, Mona will send to cabinet
- Meet with Steering committee and YESS team

9:20 am Exceptional Requests

All Approved

Review Process –

Please attach PRC with Exception Request Form

• Office Assistant DOS	Jessica Howard	998491	Yes
• Stem Center Manager	Jessica Howard	995292	Yes
• Major Gift Officer	Rob Wagner	996314	Yes
• AP4/Stem and Design Coordinator	Karin Edwards	995456	Yes
• AP3/Veterans Resource Specialist	Karin Edwards	995269	Yes
• AP3/Apprenticeship and Training Specialist	Karin Edwards	996760	Yes
• IAA3	Karin Edwards	999322	Yes
• PAC Rental Coordinator	Lisa Avery	996319	Yes
• IAA3 RC	Sandra Fowler-Hill	996212	Yes

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10:00 am Marc Goldberg - Employer Partnership Award - Nomination Finalists

- Presenters: Kate Chester & Justina Williamson
  - Cabinet made recommendations for each of the three categories – Small, Large and Non-Profit
- Invite all of them to a Board event and recognize their support

***Presentations***

10:30 am Grants Update:

Overview of Grants office and Foundation collaborating on streamlining the process, bring grants to Cabinet much earlier.

- On amounts of \$50,000 or greater that encumbers the college will be reviewed and approved by Cabinet, under \$50,000 cabinet will be provided a quarterly update on grant activities.
- Questions & Feedback:
  - Who is the Grant Development Team – how will they work? Lead experts let us know who the key stakeholders are
  - Are you reaching out to people who may be impacted by the grant? Lead experts usually cover this, but open to others reaching out
  - How do we set our goals and use them to respond to Grants – we are working on developing processes that will help us make more equitable decisions
  - There is value that cabinet can add to help decide who we partner with, continue compliance conversations
  - All opportunities for partnership should come through the grants office for review
  - More conversations needed regarding grant development team
  - Please send feedback to Tia
- Choose a cabinet liaison
- Exceptions: Sylvia Kelley and Ann Prater (Foundation) will approve
- Cabinet Review approval – Cabinet will send their feedback to Tia
- Cabinet Review Summary for the Concordia Foundation – Approved

***Roundtable***

11:00 am News you can use

- Sandra – Aviation Program: Strategy is talk to our federation and De Fazio, looking at it is as a statewide issue
- Jim – Missed Cabinet because of interviews, would like to schedule open forums, get a date and video stream safety and Emergency Manager finalists
- Eric - Preparing for external audit of financial statements

***Adjourn***

11:30 am