

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				
Standing Items					
8:30 am	President's Updates <ul style="list-style-type: none">Board of Directors -<ul style="list-style-type: none">Mark reviewed the agenda for the October 19th Board meetingOPC<ul style="list-style-type: none">Approved Integration of Federal Benefits Strategic FundKudos to Kate KinderTaking SNAP 50/50 statewidePCC Awarded the Second Nature Climate Leadership Award, Briar Schoon Sustainability Manager. Will be attending the Boston Recognition ceremony for Sustainability – Planet Leadership AwardWill 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 forCabinet Schedule - Jeannie<ul style="list-style-type: none">Week 1, 3 & 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.Week 2 – no policy, standing agenda items and presentationsBlock Hire/Vacant Faculty Positions sheet will be added to drive				
8:50 am	Equity and Diversity - Kim All User bathroom started at SE Pilot campus <ul style="list-style-type: none">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 favorAppeal for each campus is \$495, cost at SE \$1000.00, budget costs includes hinges, sweeps and signage; minimal costMotion to move forward with pilot bathrooms at Cascade & Sylvania campusConsensus reached by allPromote inclusively , Kim will share materials with Cabinet on drive				

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9:00 am Enrollment – Rob Steinmetz

- Enrollment down 2% attribute to actions that the Step workgroup worked through Step initiative
- 1st 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

New Business

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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