

Portland Community College
President's Cabinet

October 18th, 2017
 Conference Room 233B
 8:30AM – 11:30 AM

Notes

Time	Topic	Presenters	Strategic Theme	Action	Requested by
8:00 am	Continental Breakfast				
Present	Eric Blumenthal, Marc Goldberg, Sylvia Kelley, Traci Fordham, Kimberly Baker-Flowers, Katy Ho, Karin Edwards, Rob Wagner, Jessica Howard, Jim Langstraat, Mark Mitsui, Lisa Avery, Lisa Bledsoe				

Standing Items

8:30 am President's Updates - Welcome

- Board Meeting –
 - Need a ball park figure around the universe of contracts, would help when trying to advocate for the exceptions that we request and the reasons why the exceptions exist.
 - Review Legacy Goals - Comments:
 - #3: **Track and evaluate Portland Community College operations and execution of the Strategic Plan:** Quarterly financials and VFA data would be valuable, audit committee will be helpful
 - Review Board Priorities:
 - **Recruit, hire, and retain faculty, staff, and vendors from historically underrepresented groups:** Make vendor a separate bullet from faculty and staff, “Increase Vendors from historically underrepresented groups”
 - **Ensure that Portland Community College remains a relevant workforce training partner of choice in the communities it serves:** Continue conversations about the board’s expectations on this priority
 - **Utilize data to make decisions in recruitment, transportation, and services:** Clarification needed regarding shuttles, SW Corridor and regional planning issues
 - **Become employer of choice:** Great Places to Work Program, Mark will offer comments, funnel feedback. Need to talk about becoming a learning institution and understand the infrastructure
 - **Increase awareness of role that PCC plays in our community through outreach and education:** Board taking responsibility for reaching out to the community, organize outreach by zones, school board, employers, electorate, become outward facing
 - **Support strategic enrollment management plan:** Value regular updates on enrollment, keep informed
 - There was a statement of financial responsibilities as steward of public funds in the board charter. Clarify roles. Bring in a facilitator to do some foundational work for governance.
 - Accountability for Board goals, they want to see that we’re headed in the right direction
- Budget - Jim

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- Working on revised spreadsheet for negotiations outcomes
- Possibility of holding travel budgets at the amount spent last year (allocate time for travel discussion)
- Supplemental process, 3 different components:
 - Information on unmet needs – long conversation at BPAC, a lot of good work has been done but not yet linked into the budget cycle.
 - Establish criteria, carry that into an unmet needs list from program reviews. Communication will be critical, will that create an expectation. How do we craft that message considering the hiring freeze, messaging important.
 - Strategic initiative proposals
 - Redistribution of resources, working on that formula and will take that to campus presidents and deans

Exception Requests	Position Title	Requested by	Position Type	Pos #	Approved
9:20 am	Temp Designer	Rob Wagner	New		Yes
9:30 am	SE Men of Color Ed Equity Coordinator	Jessica Howard	New		Yes
9:30 am	Instructional Support Technician II	Sandra Fowler-Hill	Existing Vacant	999479	Yes
9:50 am	Online Academic Advising Coordinator	Katy Ho	Temp Appointment	995843	Yes
10:00 am	Public Safety Officer	Jim Langstraat	Existing Vacant	996011	Yes
10:10 am	Public Safety Officer	Jim Langstraat	Existing Vacant	999421	Yes
Next Cabinet:					
<ul style="list-style-type: none"> ○ Devote 25 minutes to vacancy report process, sweeps and savings ○ Students join for update session, format for meeting (postponed) ○ Travel discussion 					
Updates	10:20 am Notes Review				
	10:30 am Round Table				
		Jessica – Advancing Informal STEM Learning AISL - zero in on Innovation Quadrant, no match requirement: Approved			
		Jessica - Student passed away, CAS student casual worker success story, was a key part of their community, make counseling available – work with HR			
		Sylvia – Expressive conduct policy meeting, looking at what other model institutions do, follow up with others that are having these conversations.			
		Marc - PCC is working the NCATC National conference next week, Chris Holden is the new OMIC director			
		Mark – Real College Conference next week, then OCCA, then onto Boston to receive the Climate Energy Award. In Germany for the Second Nature Conference, will be exchanging practices on clean energy, meet with vocational training centers to discuss apprenticeship, leverage some new models.			

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Katy – Counselling contracted someone to split out CG from counseling, recommendation was to have a director of counselling, clinical site director to make sure we are consistent and mitigating risk

Kimberly – Please refer people to the DEI classes, DEI communication care plans are in further discussions, Alex is subbing for Erica.

Rob – Ballots are getting mailed this week, student leaders collected 2,000 voter cards. Campaign election night there will be a celebration at the Chapel Pub, donations going to the Foundation. Super Kudos to the Fireside chats over 300 people turned out. Endorsement from the Oregonian. Kudos to Neil Naigus, he's been working with SSI folks giving presentations, Senior retirement network at PCC, also has a call into AARP, PBA and NWEA endorsed us as well

Jim –Linda Eden, data shows that the bookstore is down \$750,000 due to more open education resources

Sandra – Retiring! Will be effective July 1 and will help with the transition. Mark thanked her on behalf of the cabinet for all of her outstanding work!

Traci - Webteam put together an internal vehicle communications website, try to coordinate district level college wide information, anything from new policy to announcements '*Inside PCC*', opportunity for frequently asked questions for a feedback loop, hoping to launch on Monday

Karin – Three accreditation visits to classes: Medical Assisting, Paralegal, and Medical Lab Technology. November 8 at PSU, We will be hosting a welcome event for Dr. Marvin Lynn from 4-7 on *Critical Race Theory in Higher Education*. Saturday there will be a Black Women's gathering on campus

Adjourn 11:00 am