

Portland Community College
President's Cabinet

Wednesday, December 6th, 2017
 Conference Room 233B
 8:30AM – 11:30 AM

Notes

Time	Topic	Presenters	Strategic Theme	Action	Requested by
Present	8:00 am	Continental Breakfast Mark Mitsui, Sylvia Kelley, Eric Blumenthal, Marc Goldberg, Cheryl Scott, Kendra Cawley, Traci Fordham, Kimberly Baker-Flowers, Jessica Howard, Karin Edwards, Rob Steinmetz, Rob Wagner, Michael Northover, Lisa Bledsoe, Lisa Avery, Jim Langstraat			
Standing Items	8:30 am	Presidents Updates <ul style="list-style-type: none"> Board Meeting – December 14 – Reviewed Agenda – (Link) NWCCU Update <ul style="list-style-type: none"> They are seeking input before their accreditation by the US Department of Education Trends – accreditation may focus more on outcomes in the future Open to hearing change on substantive change process, relieving as much burden as possible Creating a culture of evidence – YESS is a good path for getting there Alternative pathways in the accreditation process – establish standards of student achievement, learning outcomes are important for data Oregon Leadership Summit – <ul style="list-style-type: none"> Importance of coming together about cost containment and revenue generation A few thoughts: <ul style="list-style-type: none"> Slide on PERS quite sobering, PERS increases will be bigger in 2019 Job eating automation trends, skills hard to automate, place even more importance on lifelong learning. Need to prepare our students for the future workplace OPC - Sandra represented. Discussion around adult attainment goals, emphasize low skilled adults. There wasn't a lot of discussion about adults without a high school diploma <ul style="list-style-type: none"> Would like to see data for Oregon's low skilled adult population – ACTION (Laura) Upshot from the SIM proposal, what is the value we gain? Discounts are worth the membership, we definitely benefit from the discount Apprenticeship – the Madden model (which is a temporary staffing model) will be up and running January 1. It will place welding students in a variety of companies. Apprentices will be cross-trained.. Cascade is kicking it off but district wide. Hoping to double apprenticeships. Students won't have to incur student debt, Madden will pay tuition. Oregon Aim grant proposal for next week. Contract requires some folks to develop additional apprenticeship programs – ACTION: fold in opportunities for OMIC, more conversations needed 			
	9:00 am	Housing and Food Insecurity Task Force – Kim & Jessica <ul style="list-style-type: none"> A year ago they convened, goal is to understand PCC context – identify gaps 			

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- Issues and barriers of student, massive support across college. They developed three different sub committees:
 - Focused on what currently exists, (focused on 211)
 - Looked at best practices that are working
 - Quantitative and qualitative survey with students across campuses
- Key Findings:
 - 63% reported a nutrition-related challenge within the last 6 months
 - 59% reported that they felt enough food insecurity to attempt to access SNAP ("food stamps") but 25% who had attempted to access these benefits were denied or lacked required documentation
 - 50% did not know about 211 Resource Information
- Recommendations:
 - PCC Bookstores to Accept SNAP Benefits
 - Create a Campus Resource Hub
- Food pantries are well stocked but not enough for population of students, some don't want to utilize it.
- To be eligible for SNAP, a certain % of total sales has to be food that you can take with you, can't be grilled
 - Get a list from SNAP for SNAP eligible convenient stores
- OPC approval for statewide funding for PCC to coordinate and build capacity to help student access will benefit all programs. Advisors build their capacity in this space and work in concert with state agencies. How do we integrate the work of the task force with the work on state benefits? Kate Kinder will co-chair the PCC integration benefits team, she has strong connections at the state level. Need to build an institutional model for this work. They will convene statewide and discuss how they're able to help with food and housing insecurities. This is a great opportunity for community to come together. Amazon accepts SNAP.

9:20 am DEI – Kim

Communications Care Program

- We are going to develop templates for emails
- Please inform the communications plan and the community care plan with your teams. **(ACTION):** Add comments/input to google doc – cabinet folder by Friday. What is the best way to get the word out and provide information to our departments
- Hold space around community care – how do we do that, think more holistically. People are expressing fatigue
- How do we mobilize communication as a college itself
- Who does the messaging, district or local, who would convene the care space – designate a space

Gender pronouns –

- They/them pronouns are not being honored, getting complaints, please emphasize the importance of honoring requested pronouns
- QRC has a gender training program, would like to present at the next All Managers Meeting **(ACTION)**
- The message has to be persistent and pervasive
- What do you do when you make an error – quick apology and move on? Would it be helpful to give a presentation to cabinet? Present to board?

9:35 am YESS - Rob

Concerns about inclusion and communication four areas:

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- Data team is meeting, what are our core outcomes regarding retention and completion and closing achievement gaps, tied to accreditation, quantifiable change ie. conversations about how happy our students are when they graduate ☺ (is part –time student data included?)
 - Data information to the board – focus on retention, completion and closing achievement gaps. The board would like regular reporting.
- Look at robust communication plan, team met last week for the first time
 - Opportunities for feedback, some fear about changing what they are doing and want input
 - Tie in campus communications will begin in January
- Setting priorities, six goal theme areas:
 - Teaching and learning achievement gap
 - Supporting underserved populations
 - Advising redesign
 - Onboarding for students – recruitment and marketing included
 - Time to degree's
 - Capacity of data for students
- Focusing on what is missing and how do we get substantive feedback
- Institutional change will affect the budget
- **(ACTION):** Rob will add faculty/others to the team, will coordinate with campus presidents

9:50 am Budget – Eric

Deans – Get clarity about parameters, role and timeline

a. Parameters/Amount – Biennial amounts

- Find a savings of \$1.48 million hopefully by end of January
- Cabinet will support the deans, Kurt Simonds will be the point person. They will share their findings/savings to cabinet, ideas are welcome about savings elsewhere

b. Timeline –

- Aiming for a proposal to cabinet by January

Work Plan Schedule

- There is a disconnect between the implementation of the new Strategic Plan and the biennial budget process
- Sylvia will get a group together to help align it by beginning of January, before All Manager's Meeting.
- Work Plan helps to inform the Strategic Plan and will assist in creating a better strategic plan moving forward. Our key indicators are important elements of the work plan
- Many board goals intersect

10:30 am Cabinet Norms - reschedule

Exception Requests	Position Title	Requested by	Position Type	Pos #	Approved
10:50 am	Office Assistant II	Rob Steinmetz	New Position	n/a	Yes
	Administrative Assistant	Rob Steinmetz	Existing Position	999399	Yes

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Sandra Fowler-Hill	Existing Position	996862	Yes
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IAAII

Adjourn

11:00 am